



**Asia-Pacific
Economic Cooperation**

EGNRET

**40th Meeting
of
APEC Expert Group on New and Renewable Energy Technology
and Associated Meetings**

ADMINISTRATIVE CIRCULAR



**2 - 5 April 2013
Prestige Hotel
Ha Noi, Viet Nam**

1. INTRODUCTION

This Circular presents the arrangements and other relevant information for the 40th Meeting of the APEC Expert Group on New and Renewable Energy Technology (EGNRET) and Associated Meetings. EGNRET 40 will be held in Ha Noi, Viet Nam from April 2 to 5, 2013. In addition to EGNRET 40, the Workshop on Hydro and Renewable Energy Electricity Integration into Grid will be held alongside the meeting.

The documents related to EGNRET 40 can be downloaded from the website with the username and password at:

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

Username: apec-egnret2013

Password: apec-hanoi

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, April 2 to Friday, April 5, 2013

3. VENUE

Both EGNRET 40 Meeting and the Workshop on Hydro and Renewable Energy Electricity Integration into Grid are held at Prestige Hotel, 17 Pham Dinh Ho, Ha Noi, Viet Nam.

Prestige Hotel

Address: 17 Pham Dinh Ho, Ha Noi, Viet Nam
(around 45 min by taxi from Noi Bai International Airport)

Phone: +84 (4) 6299 9888

Website: <http://www.prestigehotels.com.vn/>

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

4. SCHEDULE

The tentative agenda for EGNRET 40 and the associated Workshop can be found in **Annex A** in this Circular.

Apr. 2, 2013	08:30-17:10	EGNRET 40 Meeting *
Apr. 3, 2013	09:00-12:00	EGNRET 40 Meeting (Cont.)
	13:30-17:00	APEC Hydro and Renewable Energy Electricity Integration Workshop * • Session 1: Plenary Session
	Evening	Dinner (hosted by GDE, venue: TBC)
Apr. 4, 2013	09:00-15:00	• Session 2: Current status and development plan for grid small hydro power in APEC Economies.
	15:00-17:00	• Session 3: Issues on grid integration of small scale RE electricity APEC Economies – Electricity Utilities Perspective.
Apr. 5, 2013	09:00-10:20	• Session 3: (Cont.)
	10:20-11:30	• Session 4: Roundtables on the development of a roadmap for small hydro integration.
	13:30-19:00	• Technical site visit (TBC)

* Detailed agenda can be found in **Annex A**

5. MEETING THEME

The theme for EGNRET 40 will be “**Integrating New and Renewable Energy into the Grid in the 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 by **Tuesday, 26 March, 2013**. Thank you very much.

6. NEW PROPOSAL CONCEPT NOTE

If you would like to propose new project at EGNRET 40, please develop two-three page Concept Note, and send it to Dr. Keng-Tung Wu at 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. REGISTRATION

To assist us with meeting preparations, we hope you notify us if you are planning to attend EGNRET 40. Please fill in the attached **EGNRET 40 Participant Registration Form (Annex B)** and return to Dr. Keng-Tung Wu at ktwu@itri.org.tw by **Tuesday, 26 March, 2013**. 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

Prestige Hotel

Address: 17 Pham Dinh Ho, Ha Noi, Viet Nam

Phone: +84 (4) 6299 9888

Website: <http://www.prestigehotels.com.vn/>

For the purposes of the event, the General Directorate of Energy (GDE), Viet Nam has arranged a special rate of **VND 1,400,000 (around US\$ 69)** per night for the event at the Prestige Hotel.

For hotel reservation, please fill in the **[Prestige Hotel Booking Form \(Annex C\)](#)**, and e-mail the form to info@hoabinhtourist.com and ops@hoabinhtourist.com, and **Mr. Do Thanh Vinh** at vinhdth@moit.gov.vn.

Enquiry Contact: **Mr. Jackie Han** Cell Phone: +84. 98 98.98198

9. TRAVEL INFORMATION

9.1 Visa

If you do need any support to apply a visa entrance to Viet Nam at Viet Nam Embassy to participants' countries, please send a scan copy of your passport and your personal information to **Mr. Do Thanh Vinh** at vinhdth@moit.gov.vn as soon as possible. The personal information should include:

Full name with title:

Gender:

Passport Number:

Job title:

Affiliation:

Address:

Economy:

E-mail:

Location where you want to receive the visa:

9.2 Transportation

The total distance from Hanoi Airport to the city centre is 35 km which will take roughly 45 minutes one way. Sometimes it takes longer than that due to the traffic jam at rush hours. Please plan more time for departure from Hanoi if you have flight at rush hours (morning: 7h00 – 8h30; Afternoon: 17h00 – 19h30).

You can book for Prestige Hotel transportation by filling the Prestige Hotel Reservation Form in the **[ANNEX B](#)** or use the public taxi services.

These below taxi companies are recommended for all participants:

- (1) Airport taxi (tel: 04-38866666): The price is around from 330,000VND to 400,000VND for one way from Noi Bai airport to Hanoi centre and from 230,000VND to 300,000VND for one way from Hanoi to Noi Bai airport.
- (2) Noi Bai Taxi (Tel: 04-38868888): The price is the same as Airport taxi.
- (3) Mai Linh Airport Taxi (04-38222666): The price is for one way from Noi Bai Airport to Hanoi centre 330,000VND and for one way from Hanoi to Noi Bai Airport 250,000VND.

If you need any support while taking the public taxi to the Prestige Hotel, please ask the taxi driver to call Mr. Do Thanh Vinh at Mobile: +84 904788128 or Mr. Quach Quang Dong at +84 983986889.

9.3 Time

Ha Noi is 07 hours ahead of GMT (GMT/UTC + 07 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 official Vietnam Currency is Vietnam Dong (VND). The approximate exchange rate of Vietnam Dong to US Dollars is about **VND 20,900 to US\$ 1**. Thanks to its low value compared to other major currency, travelling to Viet Nam is kept at a very affordable rate. It might take some time to orient yourself around the number of 0s that you might never have seen before.

One can change money upon arrival at the Noi Bai International Airport foreign exchange services and exchange cash and travelers cheques.

Banking Hours: Mondays to Fridays, 08:00 to 11:30 am.
12:30 to 05:00 pm.

9.6 Tipping

Tipping is not customary in Viet Nam, but it is appreciated.

9.7 VAT (Value-Added Tax)

Viet Nam tax administration levies a standard of 10% VAT on most goods and services. The VAT is paid by the retailers.

9.8 Getting Around

Ambassador's Pagoda

Ten minutes walk from the Prestige Hotel, the Ambassador's Pagoda is Hanoi's official center of Buddhism. Once a guesthouse for ambassadors of Buddhist countries, today the pagoda is home to about a dozen nuns and monks.

North of enchanting Hoan Kiem Lake, you will find the Old Quarter, the historic heart of Hanoi. Home to a century of history, among the Old Quarter's narrow streets and elegant architecture you can find just about every shopping opportunity imaginable, a vast variety of local cuisines,

Tay Ho Pagoda

Situated on beautiful West Lake, Tay Ho Pagoda is dedicated to the Mother Goddess and one of the most popular places of worship in Hanoi.

Ho Tay (West Lake)

Hanoi's largest lake is also home to some of the city's best seafood restaurants, cafes, boutiques, spas and much of the expatriate population.

Hoan Kiem Lake

Just fifteen minutes walk from the Prestige Hotel, the magnificent Hoan Kiem Lake, Vietnamese for "Lake of the Restored Sword", is the focal point of old Hanoi. In the morning, you can find locals jogging and practicing traditional tai chi as the day it's a popular spot for strolling tourists.

Ho Chi Minh Mausoleum Complex

To the west of the Old Quarter, this complex contains the Ho Chi Minh Mausoleum, where preserved Uncle Ho's body; the Ho Chi Minh Stilt House, where the late leader lived for more than ten years; the Presidential Palace, a magnificent colonial building; and the Ho Chi Minh Museum,

Temple of Literature

Located 2 km west of the Old Quarter, the Temple of Literature was founded in 1070 as a Confucian temple and also served as Vietnam's first university. Its complex of buildings and courtyards is a rare example of well-preserved Ly Dynasty architecture.

Vietnam Museum of Ethnology

Located in the suburbs of Hanoi, and considered the finest modern museum in Vietnam, a visit here is essential for anyone interesting in any of Vietnam's 54 ethnic minorities. The collection features tribal art, artifacts and everyday artifacts gathered from around the nation

More detailed information can be found at:

http://www.prestigehotels.com.vn/?&category_id=Local-Guide&url_mode=ajax&page=service&portal=en.prestige#

9.9 Seasonal Information

In the spring, the weather is expected to be rainy or cloudy, and the temperature range is between 18-29⁰C. You are suggested to be carrying an umbrella when you are going out.

9.10 Smoking

Smoking is not allowed in non-smoking zones with signs.

9.11 Emergency

In a life threatening emergency dial 114 for Fire Fighter, 115 for Ambulance, and 113 for Police.

9.12 Electricity

Viet Nam electricity voltage standard 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).

10. 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

Ms. Vivian Hsieh
APEC EGNRET Secretariat
E-mail : vivianHsieh@itri.org.tw

Mr. Do Thanh Vinh
International Cooperation Department
General Directorate of Energy
Ministry of Industry and Trade of Viet Nam
Tel: +84.4.22202.359
Cell: +84 904788 128
Email: vinhdth@moit.gov.vn

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

ACKNOWLEDGMENT

We also thank Viet Nam for hosting the EGNRET 40, and special gratitude is due to Mr. Pham Thanh Tung (General Directorate of Energy, Ministry of Industry and Trade) and his colleagues for their kind assistance and arrangement on meeting affairs.

ANNEXES

- (A) EGNRET 40 Draft Agenda
- (B) EGNRET 40 Participant Registration Form
- (C) Prestige Hotel Booking Form
- (D) Map
- (E) New Project Concept Note Template

Annex (A)

EGNRET 40 Meeting and APEC Workshop on Small Hydro and Renewable Grid Integration

Draft Agenda

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**ASIA PACIFIC ECONOMIC COOPERATION (APEC)
NEW AND RENEWABLE ENERGY TECHNOLOGIES
EXPERT GROUP (EGNRET) MEETING**

FORTIETH MEETING

Ha Noi, Viet Nam
2 - 5 April, 2013

Draft

Tuesday, 2 April, 2013

EGNRET 40

Venue: Prestige Hotel, 17 Pham Dinh Ho, Ha Noi

08:30-09:00	Registration	
09:00-09:05	Official Welcome	Viet Nam
09:05-09:10	Introduction and Adoption of Agenda	Chair
09:10-09:50	Overview of Renewable Energy in Viet Nam	Viet Nam
09:50-10:30	Recent APEC Activities	Chair
10:30-11:00	Coffee Break	
11:00-11:15	Invited Presentation: Peer Review on Low-Carbon Energy Supply (PRLCE)	APERC
11:15-11:30	Invited Presentation: APEC Energy Demand and Supply Outlook (5th Ed.)	APERC
11:30-12:00	Invited Presentation: Overview of Low-Carbon Model Town (LCMT) Task Force Activities (<i>TBC</i>)	LCMT TF
12:00-13:30	Lunch Break	
13:30-14:00	Invited Presentation: Observed New and Renewable Data in APEC and IEA	EGEDA
14:00-15:00	Member Economy Presentations: Integrating New and Renewable Energy into the Grid in the APEC Member Economies	
15:00-15:30	Coffee Break	

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15:30-16:30	Member Economy Presentations (cont'd)	
16:30-17:00	Discussion	Chair

Wednesday, 3 April, 2013

EGNRET 40

Venue: Prestige Hotel, 17 Pham Dinh Ho, Ha Noi

09:00-09:30	Invited Presentation: IRENA (<i>TBC</i>)	IRENA
09:30-10:10	Progress/Status of Current EGNRET Projects	Secretariat
10:10-10:30	Notes on APEC Project Submission Process	Secretariat
10:30-11:00	Coffee Break	
11:00-11:20	Progress with APEC Energy Smart Communities Initiative (ESCI) and APEC Smart Grids Initiative (ASGI)	USA
11:20-11:40	Development of Project Proposal for Session 2, 2013 Funding	Chair
11:40-12:00	EGNRET Administration & Operations - Next Expert Group Meeting - Other Business	Chair
12:00	Adjourn	Chair
12:00	Lunch Break	

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APEC Workshop on Small Hydro and Renewable Grid Integration

Ha Noi, Viet Nam

April 3-5, 2013

Tentative Agenda

Venue: Prestige Hotel, 17 Pham Dinh Ho, Ha Noi

April 3, 2013

13:30-14:00 Registration

Session 1: Plenary session;

Chairman: Mr. Le Tuan Phong,
Deputy Director General of General Directorate of Energy, Viet Nam

14:00-14:15 Official Welcome
Mr. Le Tuan Phong
Deputy Director General of General Directorate of Energy, Viet Nam

14:15-14:30 Workshop overview and expected outcomes
Pham Thanh Tung, Project Overseer (PO)
General Directorate of Energy, Viet Nam

14:30-14:50 Overview of EGNRET projects
Dr. Tom Lee (**Confirmed**)
Industrial Technology Research Institute, Chinese Taipei, and Chair
APEC Expert Group on New and Renewable Energy Technologies

14:50-15:10 Current status and future plans on renewable energy electricity sources in Viet Nam
Mr. Nguyen Duc Cuong, Institute of Energy (**Confirmed**)

15:10-15:30 Small hydro as part of a clean energy portfolio
Jeff Skeer (**Confirmed**)
Senior Program Manager
International Renewable Energy Agency
Abu Dhabi, United Arab Emirates

15:30-16:00 Break

16:00-16:20 Renewable energy electricity generation outlook in the APEC region and related
issues on Viet Nam
Dr. Tran Thanh Lien, Team leader, Asia Pacific Energy Research Centre

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(APEREC) (Confirmed)

- 16:20-16:40 Small hydro and smart grid integration
Dan Ton (Confirmed)
Program Manager, Smart Grid Research & Development
Office of Electricity Delivery and Energy Reliability
U.S. Department of Energy
- 16:40-17:00 Current problems faced in Viet Nam associated with the integration of small hydro
into electric grid Viet Nam
Trinh Quoc Vu, ERAV (Confirmed)

April 4, 2013

Session2: Current Status and Development Plan for Grid Small Hydro Power in APEC Economies

Identify potential, barriers and measures to overcome barriers in the future

Chairman, Dr. Cary Bloyd (Confirmed)
Pacific Northwest National Laboratory
USA, Session Chair

9:00-9:20 Viet Nam

(TBD-Hydro/RE/ Departments/, GDE) or
Water Resources University (WRU)

- 9:20-9:40 Malaysia
Ms. Nurhafiza bt Mohamed Hasan (*invitation letter issued, pending reply*)
Head, Licencing Unit, Energy Commission Malaysia
- 9:40-10:00 Philippines
Mr. Mario C. MARASIGAN, Director of Renewable Energy Management Bureau,
Department of Energy (*invitation letter issued, pending reply*)
- 10:00-10:20 Indonesia
Mr. Jarman Sudimo, Director General for Electricity,
Ministry of Energy and Mineral Resources
- 10:20-11:00 Break
- 11:00-11:20 China
Mr. Wan Lin, Director Beijing Energy Innovation Ltd (Confirmed)

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11:20-11:40 (TBD)

Presentations from EGNRET members

11:40-12:00 Presentation 1 (TBD)

12:00-12:20 Presentation 2 (TBD)

12:20-14:00 Lunch

14:00-14:20 Presentation 3 (TBD)

14:20-15:00 Presentation 4 (TBD)

Session 3: Issues on Grid Integration of Small Scale RE Electricity APEC Economies—Electric Utilities Perspective

Chairman: Dr. Tom Lee (**Confirmed**)
Industrial Technology Research Institute, Chinese Taipei, and Chair
APEC Expert Group on New and Renewable Energy Technologies

15:00-15:20 Viet Nam (**Confirmed**)
Dr. Tran Nam Trung, Technical and Productional Dept.
Electricity of Viet Nam

15:20-15:40 USA
Mr. T. Khoi Do, Senior Global Government Affairs Specialist – Product Safety
Underwriters Laboratories Inc. USA (*Invitation letter issued, pending reply*)

15:40-16:00 Malaysia
Mr. Saharuddin Sulaiman (**Confirmed**)
Principal Engineer,
Asset Management Department,
Distribution Division, Tenaga Nasional Berhad,

16:00-16:20 Break

16:20-16:40 Indonesia
Mr. Murtaqi Syamsuddin,
Director for Planning and Risk Management, PT PLN (Persero)
(*Invitation letter issued, pending reply*)

16:40-17:00 Philippine
National Grid Corporation (TBD)

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April 5, 2013

Session 3: Issues on Grid Integration of Small Scale *RE* Electricity APEC Economies—Electric Utilities Perspective (continued)

Chairman: Dr. Tom Lee

Presentations from EGNRET members

- 9:00-9:20 Mexico
Dr. Jorge Huacuz, Director, Non-conventional Energy,
Instituto de Investigaciones Electricas (IIE), Cuernavaca, Mexico
(invitation letter issued, pending reply)
- 9:20-9:40 Presentation 2 (TBD)
- 9:40-10:00 Presentation 3 (TBT)
- 10:00-10:20 Presentation 4 (TBT)

Session 4: Roundtables on the Development of a Road Map for Small Hydro Integration

Chairman: Dr. Cary Bloyd

- 10:20-11:20 All participants
- 11:20-11:30 Closing remark by Pham Thanh Tung, Project Overseer
- 13:30-19:00 Technical site visit (TBD)

Annex (B)

EGNRET 40 Participant Registration Form

**APEC NEW AND RENEWABLE ENERGY TECHNOLOGIES EXPERT GROUP
EGNRET 40 Meeting 2-5 April, 2013 Ha Noi, Viet Nam**

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	Prestige Hotel (If incorrect, please change it.)
Address	17 Pham Dinh Ho, Ha Noi, Viet Nam

4. Meeting Participation

Please indicate which meetings you will attend:

[Y/N]	2 Apr (AM) - EGNRET 40	[Y/N]	2 Apr (PM) - EGNRET 40
[Y/N]	3 Apr (AM) - EGNRET 40	[Y/N]	3 Apr (PM) - Workshop
[Y/N]	4 Apr (AM) - Workshop	[Y/N]	4 Apr (PM) - Workshop
[Y/N]	5 Apr (AM) - Workshop	[Y/N]	5 Apr (PM) - Site Visit

5. Other information

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

For further arrangement, please send this form to Dr. Keng-Tung Wu at ktwu@itri.org.tw by **Tuesday, 26 March, 2013. Thank you very much.**

Annex (C)

Prestige Hotel Booking Form

ANNEX (C)

Hotel Booking Form

NEW AND RENEWABLE ENERGY TECHNOLOGIES EXPERT GROUP (EGNRET 40TH) MEETING

2-5 APRIL 2013, Hanoi, Vietnam

HOTEL AND TRANSPORTATION RESERVATION FORM

I. INFORMATION ON HOTELS:

a. PRESTIGE Hanoi Hotel

Add: 17 Pham Dinh Ho street, Hanoi, Vietnam

Email: info@hoabinhtourist.com

Mobi: (08-4) 098 98 98 198 - Jackia Han (Mr)

Room Type	Hotel internet rate (USD++)	Via trusted Travel Agency (USD++)
Superior	\$82++	\$69++
Deluxe room	\$95++	\$79++
Deluxe Suit Room	\$117++	\$99++
Other room type upon request		
Extra charge for twin occupancy	\$30++	\$20++

Inclusion: International breakfast, free daily newspaper, free access to swimming pool and gym, free two bottles of mineral water per day.

Exclusion: Minibar, personal expenses in room, business centre service.

Note: *The rates above have not yet included 5% service charge of the hotel and 10% VAT.*

II. INFORMATION ON AIRPORT TRANSPORTATION:

- For best convenience, delegates can request for Vietnam's airport transfer arrangement with rates as below.

An experienced English speaking tour guide and driver will wait for delegates at the airport with a sign of guests' names on it.. Please look around to find him/her. They will then escort you to hotel and provide necessary information for hotel, meeting venues, meals and others.

Type of car	Number of pax	Rate/pax/way
04 seat	If one (1) pax only	\$25
7 seat	If two (2) pax	\$20
16 seat	If more than three (3) pax	\$15

Note: The number of car attendants is limited as the vehicle needs more space for guest's luggage.

III. RESERVATION PART: (Please fill in blanks below)

Mr. Ms. First name: _____ Last name: _____

Country: _____

Name as you would like it to appear on your Name Badge at the airport: _____

Tel: _____

Fax: _____

Email: _____

HOTEL REGISTRATION

(Please fill in if you have request)

Hotel	Type of room	Single or Twin?	Number of rooms	Length of stay (from -to)
Prestige Hotel			

*** Please see information on the hotels as above

AIRPORT TRANSPORTATION REGISTRATION

(Please fill in if you have request)

Type of car (e.g. 4 seats)	Number of cars	1 way or 2 ways	Arrival Date/Time	Flight Number	Departure Date/Time	Flight Number

*** Please see information on cars as above

Please complete this reservation and send to the email:

info@hoabinhtourist.com and ops@hoabinhtourist.com

or Fax to: +844.37325978

Mobile contact: Mr. Jackie Han - +84.98.98.98.198 (24 hours online)

(for any enquiries or concerns)

best before 25th March 2013!!!

ANNEX (D) Map



Prestige Hotel
17 Pham Dinh Ho Street
Hoan Kiem District
Ha Noi, Vietnam

Annex (E)

New Project Concept Note Template

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