

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

**Welcome to EGNRET 37**



**Asia-Pacific  
Economic Cooperation**

**EGNRET**

**EGNRET 37** *Taipei, Chinese Taipei* 22 - 26 August, 2011

# Overview of APEC New Project Proposal Process

August 23, 2011 13:30-14:00

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APEC EGNRET Secretariat



Asia-Pacific  
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**EGNRET 37**

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# APEC Project Funding



## Main Sources of APEC Project Funding

### - **APEC Operational Account (OA)**

The most general fund used to address APEC priorities

### - **APEC Support Fund (ASF)**

Directed at capacity building in development APEC economies

### - **APEC Trade Investment and Liberalization Fund (TILF)**

Donated by Japan, and directed at projects directly related to trade, such a equipment standards

### (- **Self Funding**)

\* The financial year (FY) of APEC: 1 Jan to 31 Dec of each year

Source: Guidebook on APEC Projects (7 Ed.) (2010)

# APEC Project Funding



**APEC fund for 2010: US\$ 12,579,000**

**OA: 15%      ASF: 60%      TILF: 25%**

## ■ Success Rate

### Session 1 of 2010

43 projects submitted

23 approved for funding

### Session 2 of 2010

76 projects submitted

42 approved for funding

Source: Khemmarat, APEC Project Management (2010)



# Funding Criteria



## Funding Criteria for all APEC-funded Projects in 2011

<b>Rank 1</b>	Projects <b>that specifically and significantly contribute</b> to promoting regional economic integration via free and open trade and investment
<b>Rank 2</b>	Projects that <b>directly support the Action Plan in the APEC Leaders' Growth Strategy</b>
<b>Rank 3</b>	Projects that are <b>linked to other priorities</b> identified by Leaders and Ministers but are less closely linked to regional economic integration via free and open trade and investment

# Project Deadlines for Session 3/2011



## Session 3/2011

- Submission of Concept notes: **29 September, 2011**
- Committee prioritization and ranking: **3 -13 October**
- PDM prioritization (if needed): **17 – 27 October**
- BMC in-principle approval: **17 – 19 October (notify 20 Oct);  
25 – 27 Oct (notify 28 Oct)**

## Deadlines to submit Full Project Proposals

Submit to APEC Secretariat	Recommendation to BMC	BMC decision	Notification
18 Nov	25 Nov	30 Nov	1 Dec
2 Dec	16 Dec	21 Dec	22 Dec

**(EWG 42: 17-21 October 2011)**

Source: Luis Enrique Vertiz, Report to EWG 41 (2011)

# Project Deadlines for Session 3/2011



**Submission of Concept Notes: 29 September, 2011**  
**EWG 42: 17-21 October, 2011**

## According to EWG41 Summary Record

1. The United States and APEC Secretariat clarified that there would be no extension for ranking projects submitted for the third round of funding in 2011, even though the EWG42 meeting will occur the same week as the project ranking submission deadline.
2. The EWG will have to rank round three project submissions out of session.
3. **The EWG must rank and submit proposals to the APEC Secretariat at least a week before EWG42 meeting.**

# APEC Project Cycle



## Applying for Funding

Stage 1: Concept Note Preparation and Submission

Stage 2: Priority Assessment of Concept Notes

Stage 3: Full Project Development & Quality Assessment

## Project Implementation

Stage 4: Implementation

Stage 5: Project Completion

Source: Guidebook on APEC Projects (7 Ed.) (2010)



# Stage 1: Concept Note Preparation and Submission



## STAGE 1

STEP 1

Project Proponent (PP) reviews guidebook and prepares concept note using NEW template.

STEP 2

PP submits concept note to forum for comment, endorsement, and at least two cosponsors.

➡ i.e., Propose concept at **EGNRET** meeting

STEP 3

Originating forum prioritizes endorsed concept notes.

STEP 4

PP uploads concept note to the APEC project database by the submission deadline.

Source: Guidebook on APEC Projects (7 Ed.) (2010)

# Develop a Concept Note



Concept notes (including title page) should be less than **3 pages**.

## Project Synopsis

**Relevance:** Why should APEC undertake this project? What problem or opportunity will the project address and why is it important?

**Objectives:** Describe the 2-3 key objectives of the project.

**Alignment:** Describe how the project will help achieve APEC's key priorities and meet your forum's work-plan or medium-term plan.

**Methodology:** How do you plan to implement the project?

***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

Source: Guidebook on APEC Projects (7 Ed.) (2010)

## Stage 2: Priority Assessment of Concept Notes



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### STAGE 2

STEP 5	Committees and SFOM (Senior Finance Officials Meeting) prioritizes concept notes, and sorts them by rank according to the APEC-wide funding criteria.
STEP 6	Secretariat combines the rankings of committees and SFOM to determine the availability of funding for concept notes.
STEP 6a	Depending on the availability of funds, PDMs (Principal Decision Makers) create an APEC-wide prioritization list respecting the priority of committees and SFOM.
STEP 7	Secretariat recommends to BMC (Budget & Management Committee) in-principle approval of highest-priority concept notes that fit within the funding cap.
STEP 8	BMC considers concept notes and gives in-principle approval or rejects concept notes.
STEP 9	Proponents are notified of preapproval or rejection of concept notes.

Source: Guidebook on APEC Projects (7 Ed.) (2010)

# Stage 3: Full Project Development & Quality Assessment



## STAGE 3

STEP 10	Project overseers with in principle approval develop proposals using Project Proposal template, with assistance from forum and the Secretariat.
STEP 11	Forum endorses full proposal and carries out quality assessment using Quality Assessment Framework (QAF) template.
STEP 12	Secretariat carries out quality assessment of proposal using quality criteria (REEIS).*
STEP 13	Secretariat recommends satisfactory-quality proposals to BMC for final approval. BMC approves or rejects.

\* Five criteria (REEIS):  
Relevance, Effectiveness, Efficiency, Impact, and Sustainability.

Source: Guidebook on APEC Projects (7 Ed.) (2010)

# Develop a Full Project Proposal



Project proposals are to be completed using the **APEC Project Proposal template**.

Each project proposal should be **no more than 12 A4 pages**, including the budget.

## **APEC Project Quality Criteria (REEIS)**

<b>Relevance</b>	The link to APEC's goals , as well as those of the fora and the relevant funding account
<b>Effectiveness</b>	The likelihood of a project's meeting its stated objectives
<b>Efficiency</b>	Cost-effectiveness: the value of the outputs (services, goods) in relation to the inputs (cost of resources)
<b>Impact</b>	Who the beneficiaries are and how they will benefit
<b>Sustainability</b>	The extent to which benefits of a project are likely to continue to be evident after the project has finished.

Source: Guidebook on APEC Projects (7 Ed.) (2010)



# Stage 4: Implementation

## Stage 5: Project Completion



### STAGE 4

STEP 14

Approved projects are implemented in line with the Guidebook on APEC Projects.

STEP 15

PO (Project Overseer) submits monitoring reports at six-month intervals using Project Monitoring Report template.

### STAGE 5

STEP 16

PO submits a project completion report within two months of the end of the project using Project Completion Report.

Source: Guidebook on APEC Projects (7 Ed.) (2010)

# Multi-year Project



- **Deadline for pilot multi-year project proposals is August 1 of each calendar year.**
- **Two to three total pilot projects would be considered in any given calendar year.**
- **Additional requirements**
  - Duration (at most 5 years)
  - Co-funding (50 percent by developing economies, 80 percent by developed economies)
  - Co-sponsoring (by half of all economies, and involvement of additional subfora (at one besides the EWG))
- **The maximum amount of \$500,000 is cumulative for five years**
- **Multi Year Projects: Criteria, Procedures & Forms**  
<http://www.apec.org/en/Projects/Projects-Overview.aspx>

Source: EWG41 Summary Record (2011)

# Useful Information for Project Submission



## General Information

**Guidebook on APEC Projects (7 Ed.)** (Effective from 1 Jan 2011)

## Developing Full Proposal

**Developing APEC Project Proposals:  
Proposal Development Materials** (Feb, 2011)

## Document Template Downloads

**8 templates for project submission**  
including **New** APEC Concept Note and Project Proposal Format

The information will be available to find linkages on EGNRET website:

[http://www.egnret.ewg.apec.org/rfp/projects\\_submission.html](http://www.egnret.ewg.apec.org/rfp/projects_submission.html)

or visit APEC Project website directly:

<http://www.apec.org/Projects/Projects-Overview.aspx>

# EGNRET Project Submission Website



[http://www.egnret.ewg.apec.org/rfp/project\\_submission.html](http://www.egnret.ewg.apec.org/rfp/project_submission.html)

APEC Energy Working Group  
EXPERT GROUP ON NEW AND RENEWABLE ENERGY TECHNOLOGIES



Home Representatives Projects Meetings Workshops Reports Publications TOR

**APEC Project Submission (Update: August 4, 2011)**

- APEC Project Website  
<http://www.apec.org/en/Projects/Projects-Overview.aspx>
- Useful Project Documents for Download (Link to the APEC project website directly)
  1. [Guidebook on APEC Projects \(7th Edition, Effective from 1 Jan 2011\)](#)
  2. [Funding Criteria for all APEC-Funded Projects in 2011](#)
  3. [Developing APEC Project Proposals: Proposal Development Materials \(February, 2011\)](#)
  4. Project Forms for Submission and Implementation
    - (A) [Form - Appendix A - Project Concept Note](#)
    - (B) [Form - Appendix B - APEC Project Proposal Format](#)
    - (C) [Form - Appendix C - Self-Funded Project Proposal Cover Sheet](#)
    - (D) [Form - Appendix D - Quality Assessment Framework](#)
    - (E) [Form - Appendix E - Quality Criteria for Assessing APEC Projects](#)



# APEC Project Website



<http://www.apec.org/Projects/Projects-Overview.aspx>

The screenshot shows the APEC Project Website's Overview page. The header includes the APEC logo, a search bar, and navigation links: Home, Groups, Topics, Projects, Publications, Meeting Papers, Events, Press, and About Us. The breadcrumb trail reads 'You are at: Home > Projects > Overview'. The main content area contains text about APEC projects, their funding, and sectors. A sidebar on the right lists various resources, with 'Downloads' circled in red. Two items in the sidebar are highlighted with red boxes: 'Guidebook on APEC Projects (7th Edition, Effective from 1 Jan 2011)' and 'Form - Appendix A - Project Concept Note'. Red arrows point from the labels 'Guidebook' and 'New Concept Note' to these respective items.

You are at : Home > Projects > Overview

Overview

Projects are a vital part of the APEC process. They help turn APEC Ministers' and Economic Leaders' policy directions into actions and create real benefits for people living in the Asia-Pacific region.

APEC contributes funding to over 100 projects each year, to a total value of around US\$8 million. The majority of projects are focused on transferring knowledge and skills between members and building capacity so that each economy can move closer towards the [Bogor Goals](#) of free and open trade and investment.

Projects cover a wide range of important sectors. In addition to cooperation for trade liberalisation, APEC also supports projects that seek to make trade and doing business easier and more efficient such as: agreeing to common standards for product testing and labelling; developing safer and more efficient transportation routes; and providing information on each member's regulatory and legislative requirements for imports and exports.

APEC also works to maximise the benefits of globalisation. In particular, APEC supports projects that: promote public health; improve the skills of workers; reduce the risks of and improve responses to natural disasters and emergencies; and that help small, medium and micro-sized enterprises to grow and access markets.

Information about individual projects can be found through the APEC Project Database:  
<http://aimp.apec.org/PDB/default.aspx>

**How are APEC projects funded?**  
APEC projects are funded through contributions by member economies. There are three main sources of APEC project

**Downloads**

- Budget and Management Committee
- Guidebook on APEC Projects (7th Edition, Effective from 1 Jan 2011)**
- APEC Projects Database
- Requests for Proposal/Tender
- Developing APEC Project Proposals: Proposal Development Materials
- Form - Appendix A - Project Concept Note**
- Form - Appendix B - APEC Project Proposal Format

**Guidebook**

**New Concept Note**



# Thank you for your attention!



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

A screenshot of the EGNRET website homepage. The header includes the APEC logo and the text 'APEC Energy Working Group' and 'EXPERT GROUP ON NEW AND RENEWABLE ENERGY TECHNOLOGIES'. A navigation menu lists: Home, Representatives, Projects, Meetings, Workshops, Reports, Publications, Reference. The main content area features a large 'WELCOME' text, a welcome message, and a mission statement. Below this are three image-based buttons: 'News' (with a water splash image), 'Meetings' (with a wind turbine image), and 'Contacts' (with a combine harvester image). The footer contains copyright information and hosting details.

APEC Energy Working Group  
EXPERT GROUP ON NEW AND RENEWABLE ENERGY TECHNOLOGIES

Home Representatives Projects Meetings Workshops Reports Publications Reference

**WELCOME**

Welcome to the official website of the 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** **Meetings** **Contacts**

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