

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

Welcome to EGNRET 43



**Asia-Pacific
Economic Cooperation**

EGNRET

EGNRET 43

Chiang Mai, Thailand 12-13 November, 2014

Notes on APEC Project Submission Process

November 13, 2014 10:30-11:00

Vivian Hsieh

APEC EGNRET Secretariat



Asia-Pacific
Economic Cooperation

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Main Sources of APEC Project Funding

- **APEC Operational Account (OA)**

All member economies may apply, and projects may be fully funded.

- **APEC Support Fund (ASF)**

All APEC member economies may apply for ASF funds. There are no self-funding requirements.

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

Developed economies must provide 50% self-funding; developing economies must provide 20% self-funding.

- **Self Funding** (Endorsed by fora)

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

Source: Guidebook on APEC Projects (8 Ed.) (2013)

APEC Project Fund Accounts



There are four main sources of funding for APEC projects.

1. The Operational Account

- The OA is funded from annual membership contributions. It supports initiatives under APEC's economic and technical cooperation agenda which is aimed at **attaining sustainable growth and equitable development**, while reducing economic disparities among APEC economies and improving economic and social well-being.
- All APEC member economies may apply for funding under OA.
- Projects may be fully funded under OA. There are no self-funding requirements for OA-funded projects.

2. The APEC Support Fund

- The ASF and its sub-funds are sourced from voluntary member contributions. The ASF supports capacity-building needs for APEC developing economies in agreed high-priority areas for economic and technical cooperation.
- There are no self-funding requirements for ASF funds. However, ASF projects must clearly demonstrate that they address the **capacity building needs of developing member economies**. APEC defines capacity building as activities that enable people, businesses, and government departments to improve their skills and knowledge to engage in trade and investment liberalization and facilitation.
- POs are not required to select a particular ASF sub-fund when preparing Concept Notes.

3. The Trade and Investment Liberalization and Facilitation Account (TILF)

- TILF is sourced from voluntary member contributions.
- All TILF projects must clearly contribute to achieving trade and investment liberalization and facilitation, as it relates to at least one of the 15 areas listed in Part 1 of the Osaka Action Agenda.
- The funding criteria for TILF require member economies to **self-fund a percentage** of the overall project cost

A project could be exempted from self-funding as its total project value (cumulative since the year the economy began its contribution, less self-funding portion) does not exceed the total amount contributed by 100% for non-travel eligible economies and by 250% for travel eligible economies.

When in excess, the current self-funding requirement (50% for non-travel eligible economies, 20% for travel eligible economies) applies. (BMC1 Feb 2014)

■ APEC Projects 2008-2012

TOTAL (OA + TILF + ASF)					
Project Allocation Year	2008	2009	2010	2011	2012
Number of Projects/Concept Notes Requesting Funding	176	287	179	188	215
Value of Projects/Concept Notes Requesting Funding	14,057,481	24,556,424	17,522,851	20,798,273	25,135,842
Number of Projects Approved	134	151	95	138	103
Value of Projects Approved	11,108,344	12,959,193	8,704,269	14,470,832	11,504,811
% Approved	76%	53%	53%	73%	48%
Average Project Cost:	82,898	85,822	91,624	104,861	111,697

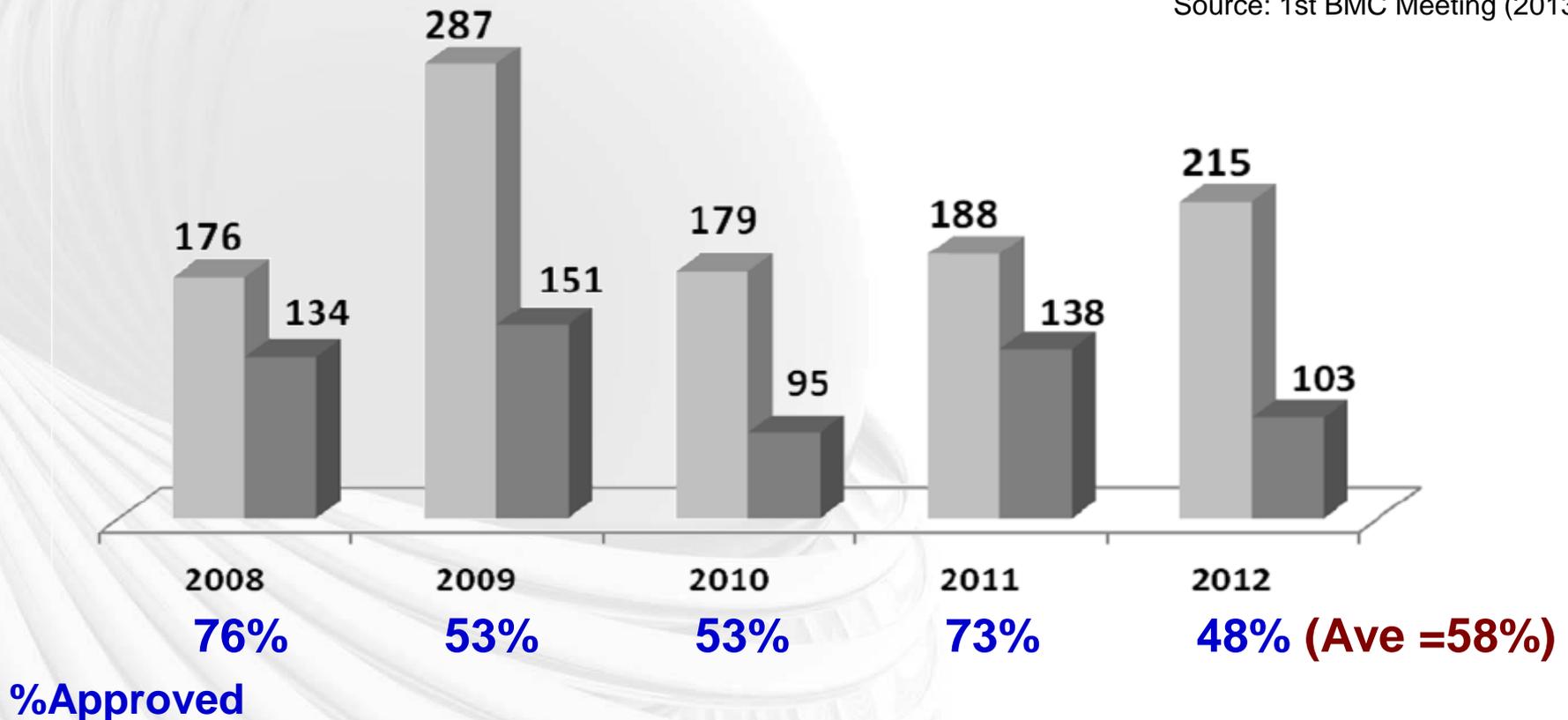
Source: 1st BMC Meeting (2013)

Success Rate of Project Submission

Projects Requests vs. Number Approved

■ Number of Projects Requesting Funding ■ Number of Projects Approved

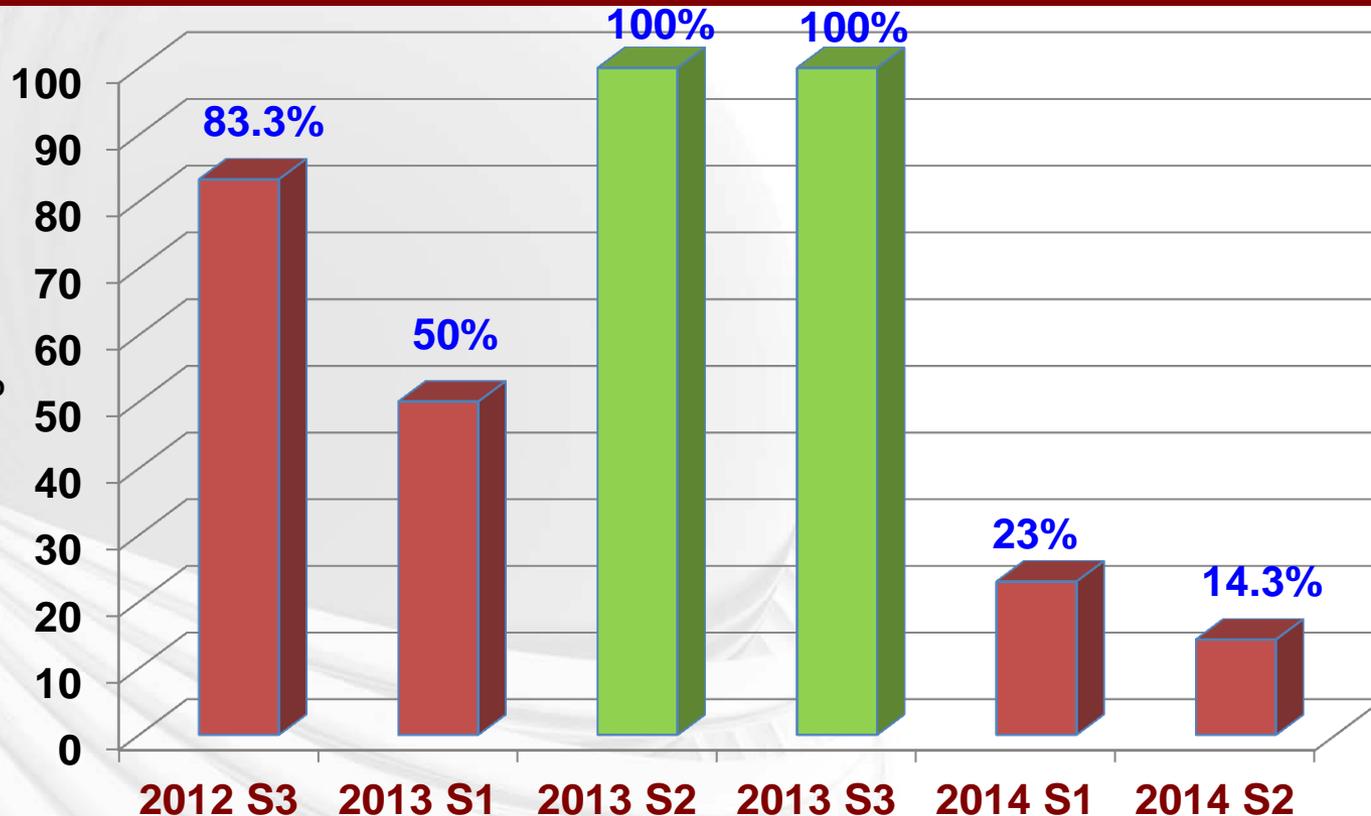
Source: 1st BMC Meeting (2013)



Success Rate of Project Submission

■ EGNRET Success Rate:

83.3% for S3, 2012 ; 50% for S1, 2013 ; 100% for S2, 2013
100% for S3, 2013, 23% for S1, 2014; 14.3% for S2, 2014



EWG's Policy on Project Vetting



[1] Procedures for Project Proposals

EWG 43 (March, 2012)

- While EWG member economies retain the right to make project proposals directly to the EWG, member economies are highly encouraged to vet project proposals with an appropriate expert group or task force.
- This will ensure expert advice and coordination with ongoing and planned work as the project proposals are elaborated.
- Project proposals should normally be submitted by a EWG delegate or designated expert group or task force member.
- In cases where the subject matter of the proposal does not clearly relate to the remit of any existing expert group or task force, or in cases where the project would be self-funded by an economy or economies and no request is being made for support from APEC funding sources, the expert vetting process may not be necessary.

EWG's Policy on Project Vetting

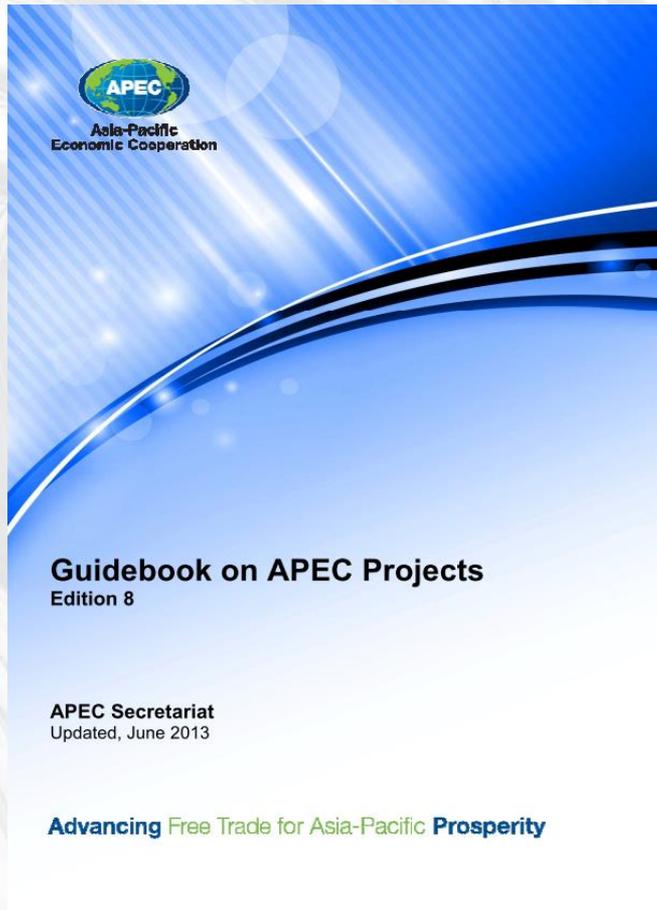


[2] Procedures for Projects Underway

EWG 43 (March, 2012)

- Each APEC-funded project underway should be assigned a lead expert group or task force to follow and advise it, along with an assisting expert group or task force where appropriate, to ensure coordination with ongoing or planned activities.
- Project assignments should be suggested by expert group and task force chairs collectively, and the assignments should then be endorsed by the EWG.
- The APEC and EWG Secretariats should maintain a list of current projects with leads and co-leads for each in consultation with the expert group and task force chairs, and this list should be reported to the EWG.

Guidebook on APEC Projects (8th Ed.)



New Guidebook: Feb., 2014

The new version is issued to facilitate the consultation of Project Proponents and Project Overseers and make easier the arrangements both the submission of proposals and travel undertakings

- The templates of Concept Notes and Full Project Proposals will be those containing in 9th Edition.
- For Monitoring and Completion Reports, Appendixes G & H are including the new templates to be fulfilled for that occasion.

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

Develop a Project



- Concept notes (including title page) should be **less than 3 pages**. At least two co-sponsors.
- Each project proposal should be **no more than 12 A4 pages**, including the budget.
 - A minimum of **two Quality assessment forms (QAFs)** are required.
 - Assessors should not be from the proposing economy. Co-sponsoring economies may undertake the QAF. Project Proponents should incorporate all QAF comments into a single consolidated document.
- Project proposals are to be completed using the **APEC Project Concept Notes template and Proposal template**.

Develop a Project – Concept Note Template



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Appendix B

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.

Project Title:
Fund Source (Select one): <input type="checkbox"/> Operational Account <input type="checkbox"/> TILF Special Account <input type="checkbox"/> APEC Support Fund .. For ASF: As per Guidebook Ch. 3, list ASF Sub-fund if appropriate for this project. ..	
APEC forum:
Proposing APEC economy:
Co-sponsoring APEC economies:
Expected start date:
Expected completion date:
Project summary: .. Describe the project in under 150 words . Your summary should include the project topic, planned activities, timing and location: .. <i>(Summary must be no longer than the box provided. Cover sheet must fit on one page).</i>
Total cost of proposal: (APEC funding + self-funding): .. USD ..	Total amount being sought from APEC (USD): .. By category: Travel: .. Labor costs: .. Hosting: .. Publication & distribution: .. Other: .. <i>(See Guidebook on APEC Projects, Ch. 9 to ensure all proposed costs are allowable.)</i>

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.

Project Synopsis

- Relevance – Benefits to region:** What problem does the project seek to address? What is the relevance of the project? Does it have sustained benefits to more than one economy? ..
.....

Relevance – Rank: Which Rank in the annual APEC Funding Criteria does this project fall under? Briefly explain why. Is it also linked to other Ranks? If so, briefly explain which/how. ..
.....

- Objectives:** Describe the 2-3 key objectives of the project. (e.g. ensure workshop participants will be able to...; to create a framework...; to develop recommendations...; to build support...; to revise strategies...; to create an action plan;...to increase knowledge in; to build capacity in... etc.) ..
.....

- Alignment – APEC:** Describe specific APEC priorities, goals, strategies, workplans and statements that the project supports, and explain how the project will contribute to their achievement. ..
.....

Alignment – Forum: Briefly explain how the project is aligned with your forum's workplan / strategic plan. ..
.....

- Methodology:** How do you plan to implement the project? In this section, briefly address the following: ..

- Workplan:** Project timelines, dates of key activities and deliverable outputs. ..
- Beneficiaries:** The proposed selection criteria for participants, beneficiary profiles (e.g. workshop participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged. ..
- Evaluation:** Potential indicators developed to measure progress, project outcomes and impacts/successes. Where possible provide indicators which could assess impacts on women. ..
- Linkages:** Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration? ..

Implementation Duration of APEC Standard Projects

- APEC projects are implemented over two APEC financial years, starting with the year that a project is approved and ending on 31 December the following year.
- **Examples**
 - 1) Projects approved in March 2013 must be implemented by 31 December 2014.
 - 2) Projects approved in November 2013 must also be completed by 31 December 2014.

Note: The financial year of APEC runs from 1 January to 31 December of each year

Following Deadlines for Session 2, 2014



Submission of <u>Full proposals</u> to APEC Secretariat	Oct. 8, 2014
	Oct. 29, 2014
	Nov. 10, 2014
Notification Date of Full proposals	Oct. 31, 2014
	Nov. 25, 2014
	Dec. 12, 2014

*The submission date information will be announced by BMC in the end of the year
Note: CN for Standard Project must be endorsed by EGNRET and EWG before submitted to APEC Secretariat.

2 project sessions every year since 2014

CN submission to EGNRET: 2 weeks before APEC deadline

EGNRET Project Management



- When you submit full proposal to APEC Secretariat, Please also send a copy to EGNRET Secretariat.
- When you submit Monitoring Reports and Completion Report, please inform EGNRET Secretariat with a copy,
- Please send two-page project summary to EGNRET Secretariat, when the project is completed. This summary will be reported to EWG meeting..
- Please inform EGNRET Secretariat, when you upload the final report to APEC. EGNRET Secretariat will also inform all EGNRET members.
- If it would be possible, please present your project final outcome at EGNRET meeting, when project is completed.

Thank you very much for your kind assistance indeed.

Thank you for your attention!



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

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



Asia-Pacific Economic Cooperation

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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



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