



**Asia-Pacific
Economic Cooperation
EGNRET**

**38th Meeting
of
APEC Expert Group on New and Renewable Energy Technology
and Associated Meetings**

ADMINISTRATIVE CIRCULAR



18 - 20 June 2012

**Ministry of Economic Development of New Zealand
Wellington, New Zealand**

1. INTRODUCTION

This Circular presents the arrangements and other relevant information for the 38th Meeting of the APEC Expert Group on New and Renewable Energy Technology (EGNRET) and Associated Meetings. EGNRET 38 will be held in Wellington, New Zealand from June 18 to 19, 2012. In addition to EGNRET 38, APEC Electric Vehicle Connectivity Workshop will be held alongside the meeting.

The documents related to EGNRET 38 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-newzealand

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

Monday, June 18 to Wednesday, June 20, 2012

3. VENUE

3.1 EGNRET 38th Meeting

Ministry of Economic Development, Wellington

Address: 33 Bowen Street, Wellington 6011 (around 20 min by taxi from the airport)

Phone: 00 64 4 472 0030

The Ministry of Economic Development is located in the government end of Wellington's CBD, a 15 min walk from the Amora Hotel, where a special rate has been negotiated for delegates. Detailed map is shown in **Annex D** in this Circular.

3.2 APEC Electric Vehicle Connectivity Workshop

Te Papa Tongarewa Museum of New Zealand

Address: 55 Cable Street, Wellington

Phone: 00 64 4 381 7000

Te Papa is located in the heart of Wellington's CBD, a stones throw away from the Amora Hotel. Detailed map is shown in **Annex D** in this Circular.

4. SCHEDULE

The tentative agenda for EGNRET 38 and the Workshop can be found in **Annex A** in this Circular.

5. MEETING THEME

The theme for EGNRET 38 will be “Update of Financial Incentives for Promoting New and Renewable 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 by **Friday, June 15, 2012**. Thank you very much.

6. NEW PROPOSAL CONCEPT NOTE

If you would like to propose new project at EGNRET 38, 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 can be found in **Annex C**. 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 38. Please fill in the attached **EGNRET 38 Participant Registration Form (Annex B)** and return to Dr. Keng-Tung Wu at ktwu@itri.org.tw by **June 8, 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.

8. ACCOMMODATION

Amora Hotel Wellington

Address: 170 Wakefield Street, Wellington

Phone: 00 64 4 473 3900

Email: reservations@wellington.amorahotels.com

For the purposes of the event, Energy Efficiency and Conservation Authority (EECA) has arranged a special rate of NZD\$175 per night for the event at the Amora Hotel in central Wellington.

For booking please email the hotel at reservations@wellington.amorahotels.com and mention the word ‘**EECA**’ in the communication. Detailed map is shown in **Annex D** in this Circular.

9. Travel Information

9.1 Transportation

Travel options from the airport to the Amora Hotel include:

- (1) 15 minutes taxi ride from the airport at an approximate cost of NZD\$25.
- (2) 20 minute shuttle ride from the airport to the Amora Hotel at an approximate cost of NZD\$20.
- (3) Bus ride from the airport that will take a little longer (30 minute) and cost is NZD\$7.50 to be dropped off 2 blocks away from the hotel in Courtney Pl (refer to the map in **Annex D** in this Circular.).

Useful Websites:

Airport Flyer: <http://www.metlink.org.nz/airport-buses/>

9.2 Time

Wellington is 12 hours ahead of GMT (GMT/UTC +12 hours). Wellington has daylight savings time from 2am on the last Sunday in October until 3am on the last Sunday in March. All clocks are turned forward one hour for the duration of daylight savings time.

9.3 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 (Visa, Mastercard, American Express) are accepted at most hotels, restaurants and shops.

9.4 Currency

There is a decimal currency in New Zealand, with bank notes for five, ten, twenty, fifty and one hundred New Zealand Dollars (NZD). The cost of the NZD fluctuates, though it currently trades at around USD 0.81 per NZD. For up to date information you may use an online currency calculator (for example <http://www.xe.com/ucc/>)

Exchange facilities are available for all incoming and outgoing flights at the Wellington International Airport. Changing foreign currency can be done quickly and efficiently at most banks and at Bureau de Change outlets.

9.5 Tipping

As a rule, tipping is not expected in Wellington, however, it is customary so if you are particularly happy with someone who has tried that little bit harder and gone the extra mile, then a tip is in order and always appreciated. It is also fairly common practice to tip bellhops in international hotels a few dollars, some hotels discourage tipping so don't be offended if they refuse to take it.

9.6 GST (Goods and Services Tax)

This 15% tax on all goods and services is currently in force.

9.7 Getting Around

Taxi services are usually plentiful within the CBD, however, it is a good idea to know where you are going as you will often be asked for directions by the driver. There is a good public transport system with regular services.

Cars drive on the left hand side of the road. If you're not used to it, take care when crossing the road - you should always use a "zebra crossing" to cross safely.

9.7 Seasonal Information

At the time of the workshop, it will be winter in New Zealand. The Wellington weather in winter is quite windy with the low temperature usually in the low single digits and the highs not rising above the low tens. Pack for cold, potentially wet and windy weather.

9.8 Smoking

Smoking is not permitted inside any workplace on any public transport, including domestic flights and is banned in public spaces including indoor areas of pubs and some outdoor public spaces.

9.9 Emergency

In a life threatening emergency dial **111** for **Fire, Ambulance & Police**.

9.10 Electricity

New Zealand electricity voltage for domestic use is 230 volts, AC 50Hz with 3-pin power outlets.

UK appliances work with an adaptor. US 110V appliances also need a transformer. Outlets for 110 volts for small appliances are found in most hotels.

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

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

Acknowledgment

We thank New Zealand for hosting EGNRET 38, and special gratitude is due to Mr. Martin Brown-Santirso, the Transport Advisor at Energy Efficiency and Conservation Authority (EECA), New Zealand for his kind assistance and arrangement on meeting affairs.

Annexes

- (A) EGNRET 38 draft agenda
- (B) EGNRET 38 Participant Registration Form
- (C) New Project Concept Note Template
- (D) Map

Annex A

EGNRET 38 Draft Agenda

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

THIRTY-EIGHTH MEETING

Wellington, New Zealand

18 - 20 June, 2012

Draft

Monday, 18 June, 2012

EGNRET 38

Venue: New Zealand Ministry for Economic Development

| | | |
|-------------|---|-------------|
| 08:30-09:00 | Registration | |
| 09:00-09:05 | Official Welcome | New Zealand |
| 09:05-09:10 | Introduction and Adoption of Agenda | Chair |
| 09:10-10:00 | Overview of Renewable Energy in New Zealand | New Zealand |
| 10:00-10:30 | Recent APEC Activities | Chair |
| 10:30-11:00 | Coffee Break | |
| 11:00-11:30 | Invited Presentation: Progress on APEC Peer Review on Low-Carbon Energy Supply (PRLCE) | APERC |
| 11:30-12:00 | Invited Presentation: Overview of Low-Carbon Model Town (LCMT) Task Force Activities (<i>TBC</i>) | LCMT TF |
| 12:00-13:40 | Lunch | |
| 13:40-14:00 | Invited Presentation: Recent Activities of Energy Trade and Investment Task Force (<i>TBC</i>) | ETI TF |
| 14:00-15:00 | Member Economy Presentations: Update of Financial Incentives for Promoting New and Renewable Energy | |
| 15:00-15:30 | Coffee Break | |

15:30-17:10 Member Economy Presentations (cont'd)

18:00 Dinner (Venue: *TBA*)

Tuesday, 19 June, 2012

EGNRET 38

Venue: New Zealand Ministry for Economic Development

| | | |
|-------------|--|-------------|
| 09:00-09:20 | Invited Presentation: International Copper Association's Programs on Renewable Energy in Asia | ICA |
| 09:20-09:40 | Invited Presentation: Recent Activities of Expert Group on Energy Efficiency and Conservation | EGEE&C |
| 09:40-10:00 | Invited Presentation: Review of Biofuels Task Force Activities | BTF |
| 10:00-10:20 | Progress/Status of Current EGNRET Projects | Secretariat |
| 10:20-10:30 | Notes on APEC Project Submission Process | Secretariat |
| 10:30-11:00 | Coffee Break | |
| 11:00-11:30 | Development of Project Proposal for Session 3, 2012 Funding | Chair |
| 11:30-12:00 | EGNRET Administration & Operations - Review of EGNRET Terms of Reference - Next Expert Group Meeting - Other Business | Chair |
| 12:00 | Adjourn | Chair |
| 12:00-13:00 | Lunch | |
| 13:30-17:30 | Renewable Energy Site Visit (Wind Farm) | EECA |
| 17:30-18:00 | Coffee Break (Venue: The Amora Hotel) | |
| 18:00-19:00 | Discussion: Customers' Perception Towards EVs (Venue: The Amora Hotel) | ICA |

Wednesday, 20 June, 2012

APEC Electric Vehicle Connectivity Workshop 2012

Venue: Te Papa Tongarewa Museum of New Zealand, Wellington

- 09:00-09:20 01. Welcome Address and Introduction
Hon. Phil Heatley, New Zealand's Minister of Energy and Resources
- 09:20-10:00 02. Keynote address: Global Outlook of EV Commercialisation and the Infrastructure.
Prof. C C Chan
- 10:00-10:30 03. Future Technology: Induction Charging
Will Charles, Qualcomm
- 10:30-11:00 Morning Tea
- 11:00-11:45 04. Panel discussion: Auto Industry Update
OEMs representatives
- 11:45-12:30 05. Research of APEC Electric Vehicle Connectivity Conditions: Draft Results
Andrew Simpson and Alina Dini, Verdant Vision
- 12:30-13:30 Lunch
- 13:30-14:00 06. Research of APEC Electric Vehicle Connectivity Conditions: Key Findings
Andrew Simpson and Alina Dini, Verdant Vision
- 14:00-15:15 07. Workshop of draft results of Research of APEC Electric Vehicle Connectivity Conditions
Andrew Simpson and Alina Dini, Verdant Vision
- 15:15-15:45 Afternoon Tea
- 15:45-16:30 08. Summary of Workshop session
- 16:30-17:15 09. Panel Discussion: Success Stories of Early EV Deployments
- 17:15-17:30 10. Concluding Remarks
Her Worship the Mayor of Wellington, Celia Wade-Brown
- 17:30 Cocktail Drinks

Annex B

EGNRET 38 Participant Registration Form

**APEC NEW AND RENEWABLE ENERGY TECHNOLOGIES EXPERT GROUP
EGNRET 38 Meeting JUNE 18-20, 2012 Wellington, New Zealand**

Participant Registration Form

- * Please note that this form is for meeting arrangements only, NOT for hotel reservation.
- * For hotel reservation, please 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 | The Amora Hotel (If incorrect, please change it.) |
| Address | 170 Wakefield Street, Wellington, New Zealand |

4. Meeting Participation

Please indicate which meetings you will attend:

| | | | |
|-------|-------------------------|-------|-------------------------|
| [Y/N] | 18 Jun AM - EGNRET 38 | [Y/N] | 18 Jun PM - EGNRET 38 |
| [Y/N] | 19 Jun AM - EGNRET 38 | [Y/N] | 19 Jun PM – Site Visit |
| [Y/N] | 20 Jun AM - EV Workshop | [Y/N] | 20 Jun PM - EV Workshop |

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 by **8 June, 2012. Thank you very much.**

Annex C

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.

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

Project Proponent Information and Declaration:

Name:

Title:

Organization:

Postal address:

Tel:

Fax:

E-mail:

I declare that this submission has been prepared in line with the **Guidebook on APEC Projects**. If approved, I agree to develop the project in line with APEC project requirements.

Name of Project Proponent

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.

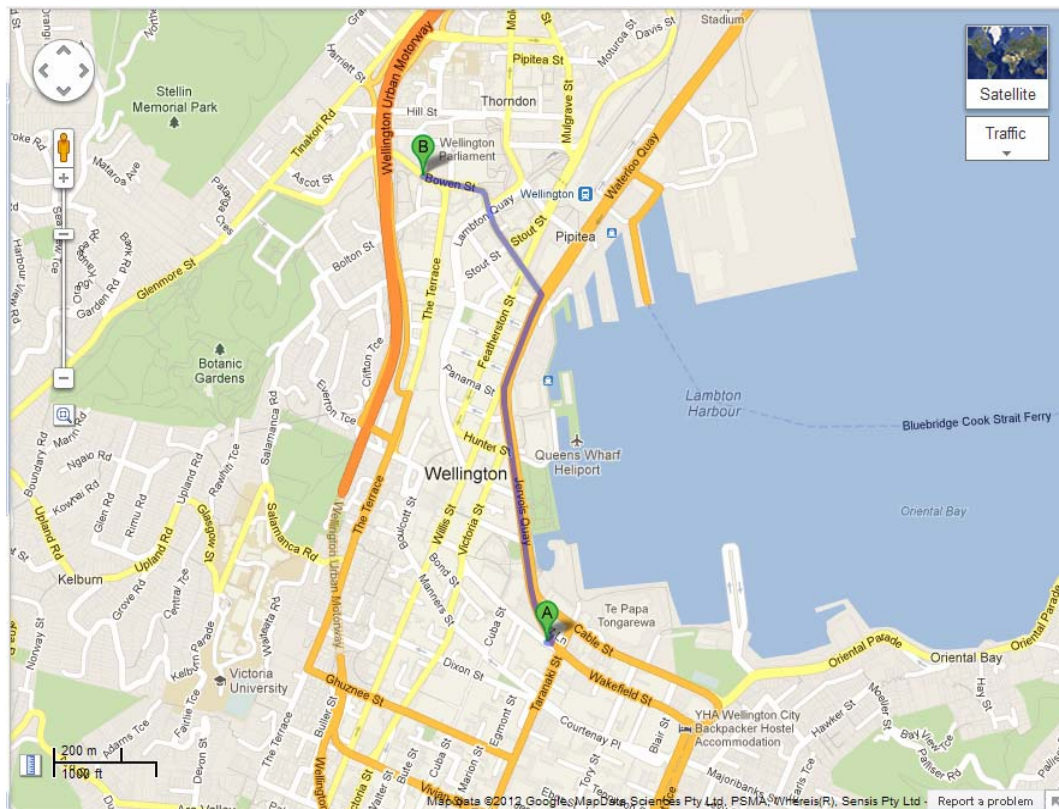
4. **Methodology:** How do you plan to implement the project? In this section, address:
 - **Timeline:** Project timelines and dates for key activities and deliverables
 - **Stakeholders:** Beneficiaries and stakeholders (APEC & non-APEC) and how they will be engaged
 - **Previous projects/activities:** 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

Annex D Map

(1) VENUE for EGNRET 38th Meeting

A. The Amora Hotel

B. Ministry of Economic Development, Wellington



(2) VENUE for APEC Electric Vehicle Connectivity Workshop

A. The Amora Hotel

B. Te Papa Tongarewa Museum of New Zealand

