



Asia-Pacific
Economic Cooperation

Advancing
Free Trade for Asia-Pacific
Prosperity

APEC Secretariat Update

EGNRET47, 10 October 2016
Jakarta, Indonesia

Penelope Howarth, Program Director
(*video presentation*)

Key APEC developments of relevance to EGNRET



Revised *Guidebook on APEC Projects* (Feb 2016)

- Includes new Completion Report template
 - New APEC Support Fund (ASF) Sub-funds
 - EWG projects usually have the best chance of being funded under
 - (A) Energy Efficiency and Low Carbon Measures Sub-fund
- OR
- (B) Human Security Sub-fund (which covers energy security)

APEC/EWG Starter Kit (tabled)

Key EWG developments of relevance to EGNRET



All EWG Expert Groups requested to review and revise their terms of reference (Lead Shepherd: EWG51)

All Expert Groups need to be represented throughout every EWG meeting – please ensure this continues for EGNRET.

Completion Reports are now mandatory in EWG for Self-funded projects (EWG51)

Clean Energy Solutions Centre (see tabled document)

Cross-cutting Maps

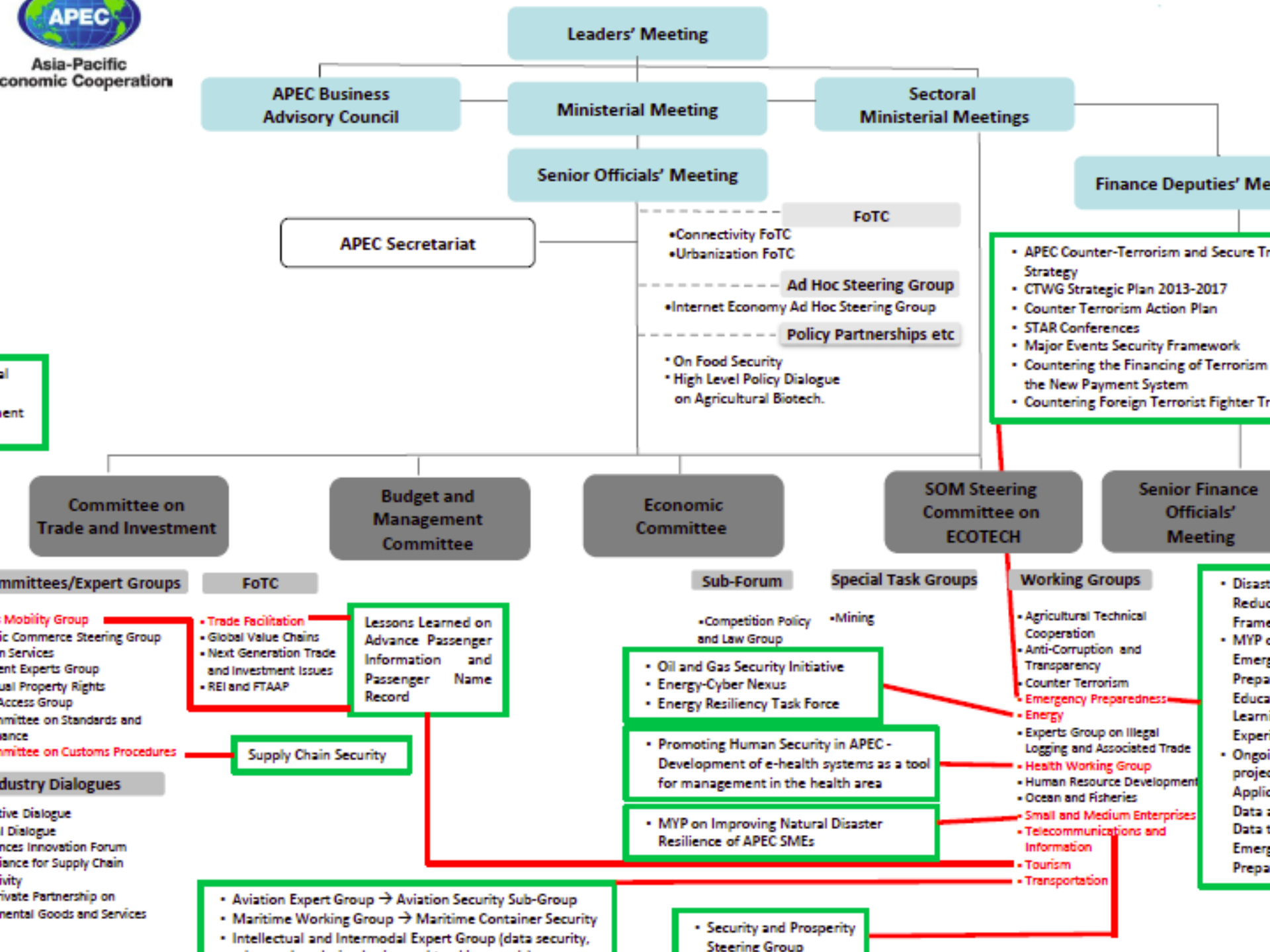


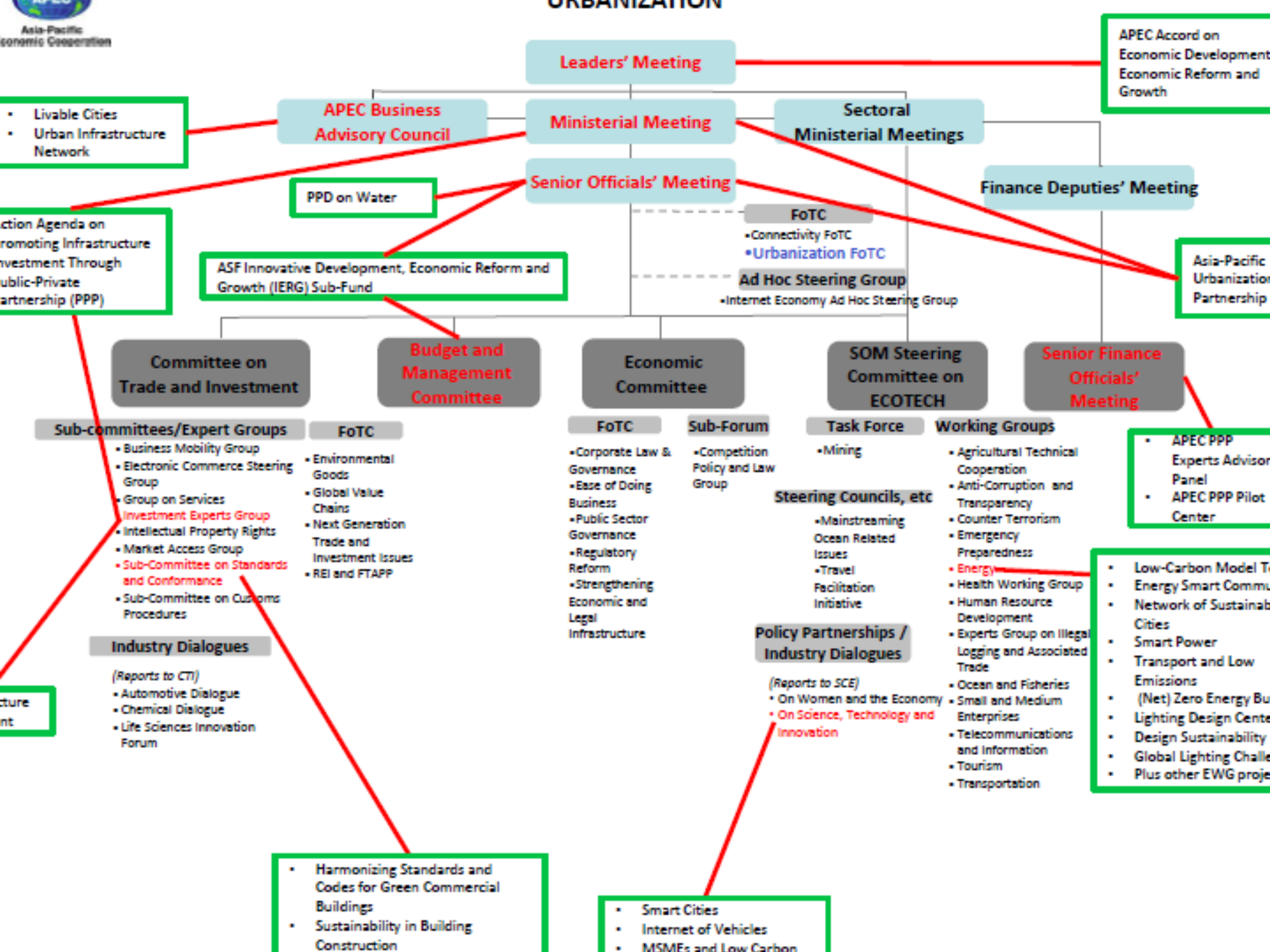
Purpose of the maps

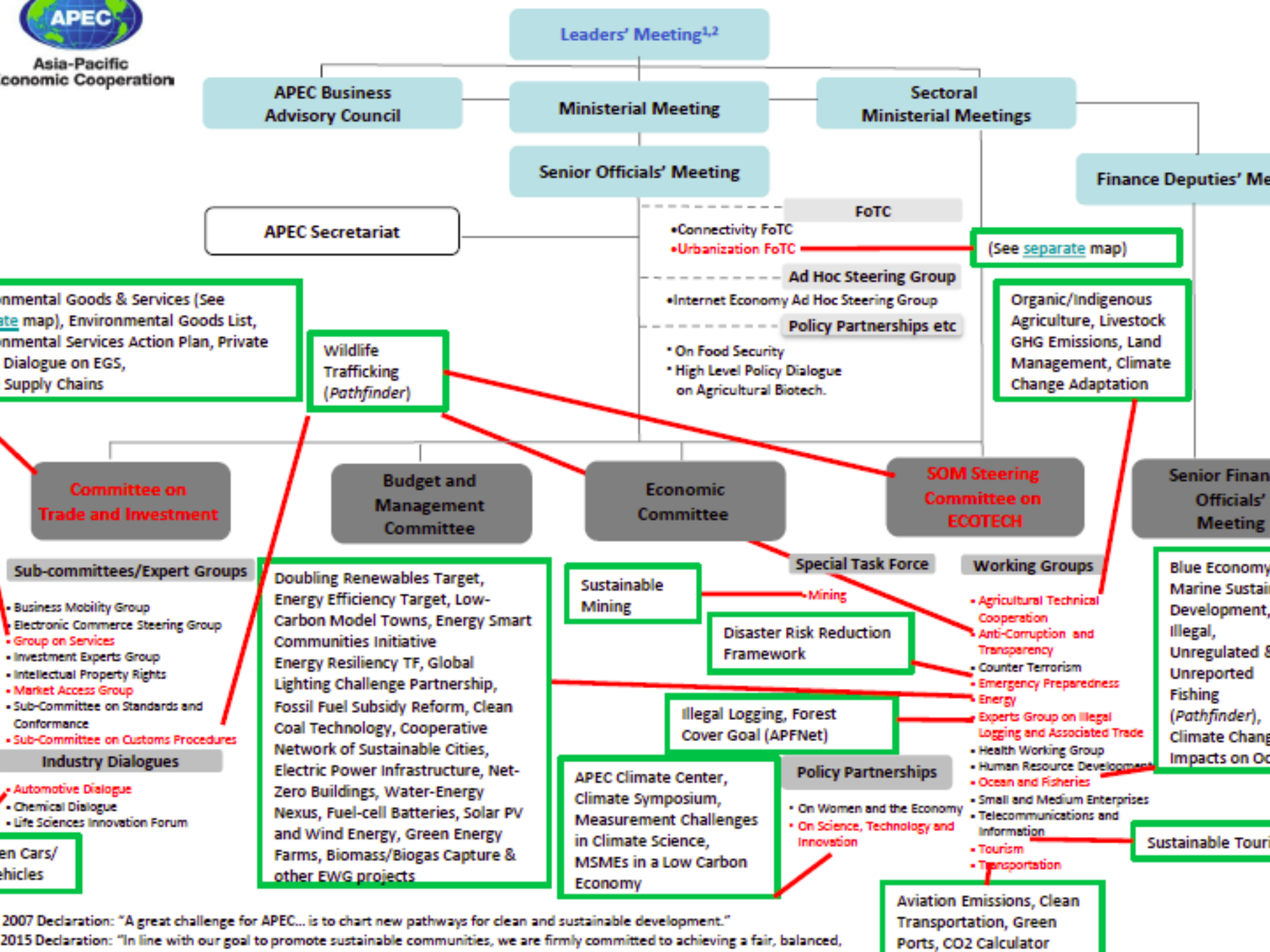
- Promote awareness of multitude of work in separate APEC fora on cross-cutting issues
- To stimulate engagement between APEC fora to exploit synergies through stronger communication and collaboration where appropriate (eg EGNRET and PPFS)

Living documents

Available to registered EWG members on the APEC Collaboration System or by request from the EGNRET Secretariat.







PROJECT OVERVIEW:

Fund Availability – S2 2016



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Project Fund	Project Session 2, 2016
<u>General Project Account (GPA)</u>	\$ 1,001,000
<u>Trade & Investment Liberalisation and Facilitation Account (TILF)</u>	\$ 809,000
<u>APEC Support Fund (ASF) General Fund</u>	\$ 1,170,000
ASF Sub-funds	
<u>Human Security</u>	\$ 393,000
<u>Health & Emergency Preparedness</u>	\$ 128,000
<u>Energy Efficiency</u>	\$ 2,336,000
<u>Supply Chain Connectivity</u>	\$ 1,538,000
<u>Mining</u>	\$ 317,000
<u>Free Trade Area of the Asia-Pacific and Global Value Chains</u>	\$ 622,000
<u>Innovative Development, Economic Reform and Growth</u>	\$ 393,000
<u>Connectivity</u>	\$ 328,000
<u>Micro, Small and Medium Enterprises</u>	\$ 750,000

To Note:

- Figures and availability for Session 1 2017 will be available on the APEC website by January 2016*
- For the Energy Efficiency Sub-fund the balance for Session 1 2017 is yet to be announced*
- All Figures are in USD*

IMPORTANT RECENT INFORMATION:



Capacity Building in Projects

- In 2015, SCE approved a new capacity building policy
- Capacity building in APEC is defined as:

“A process to enable member economies - particularly developing economies - to obtain, share, strengthen, maintain and develop knowledge, abilities, skills and technical know-how to improve their policies and regulations or their institutional structures or processes”
- Budget and Management Committee is examining how to strengthen project focus on capacity building. By 2017, you can expect:
 - Updates to the Guidebook on APEC Projects and project templates
 - Possible changes to the project selection and approval process

APPROVAL PROCESS:

2017– Dates and Deadlines



Session 1, 2017: Concept notes being endorsed and scored at EWG52 in October 2016
EWG Scoring results announced at EWG52
'In principle' funding decision to be advised in April/May 2017

Project Proposals for Concept Notes approved in Session 1 will be due after the funding decision announcement

*******Please schedule project workshops bearing in mind the approvals timing*******

All dates with detailed explanations will be available on the APEC website:

<http://www.apec.org/Projects/Applying-for-Funds.aspx>)

APPROVAL PROCESS:

How are projects approved?



EWG Expert Group/Task Force reviews and endorses Concept Notes



EWG endorses and scores Concept Notes (/20) using Scoring Template



APEC Secretariat/members assess eligibility of Concept Notes for ASF sub-funds (if applicable)



Committees score Concept Notes (/40) using Scoring Template



Concept Notes matched to available funding, starting with the highest scores;
BMC approved Concept Notes developed into Project Proposals



Project Proposals assessed for quality by Forum and APEC Secretariat



Proposals recommended to BMC (projects >US\$200,000 require SOM approval)

CONCEPT NOTES:

Key advice



➤ **Follow all guidelines:**

- Meet the submission deadline
- 3-pages maximum
- Write clearly and succinctly for an audience of non-experts
- Address the eligibility criteria for the fund/ sub-fund you apply for
- Show how the project will build capacity
- At least 2 co-sponsoring economies
- Link project to APEC Funding Criteria
- Ensure project end date is by December of the following year
- Use most current form, found on APEC website, project link

➤ **Ensure that your economy's EWG and SCE representatives score Concept Notes, including their own economy's**

PROJECT PRE-APPROVAL RESOURCES:

Forms & resources at <http://www.apec.org/Projects/Forms-and-Resources.aspx>



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Project Guidebook

- [Guidebook on APEC Projects \(11th Edition\)](#) - Feb 2016

Forms for Applicants

- [Concept Note Template](#) - BMC1 2015
- [Project Proposal Template](#) - BMC1 2015
- [APEC Self-Funded Project Proposal Coversheet](#) - BMC2 2012
- [QAF - Quality Assessment Framework](#) - BMC1 2015

Resources for Applicants

- [Funding Criteria for all APEC Funded Projects in 2016](#)
- [Project Quality Training Materials](#) - BMC2 2015
- [Concept Note Development Materials](#) - 14 Aug 2015
- [Project Proposal Development Materials](#) - 14 Aug 2015
- [Quality Criteria for Assessing APEC Projects](#) - BMC1 2015
- [Guide on Gender Criteria](#)
- [Applying for APEC Funds Overview](#) - BMC1 2015
- [APEC Guidelines on Conducting Capacity Building](#) - BMC1 2015

PROJECT IMPLEMENTATION RESOURCES:

Forms & resources at <http://www.apec.org/Projects/Forms-and-Resources.aspx>



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Forms and Resources for Projects in Implementation

- [Monitoring Report Template](#) - BMC1 2015
- [Multi-year Project December Monitoring Report Template](#)
- [Completion Report Template](#) - Feb 2016
- [APEC Project Evaluation Survey Template](#) - BMC1 2014
- [Sample Tracer Evaluation Form](#)
- [Per Diem and Attendance Certification \(Word Format\)](#)
- [Travel Undertaking Template - Reimbursement](#)
- [Travel Undertaking Template - Advance Payment](#)

Contracting Forms & Resources

- [APEC Contracting Forms & Resources List](#)
- [Request For Proposal \(RFP\) Template - Standard Projects \(for Contracts over USD20,000\)](#)
- [Request For Proposal \(RFP\) Template - Multi-Year Projects \(for Contracts over USD20,000\)](#)
- [RFP Timeline](#)
- [RFP Example](#)
- [Revision/Addenda to RFP](#)
- [Proposal Compliance Checklist](#)
- [Evaluation of Proposals Template](#)
- [Procurement Process Summary and Endorsement Template](#) - Jan 2016
- [Contract Template - Standard Project](#)
- [Contract Template - Multi-Year Project](#)
- [Approval Checklist for Contracts](#)
- [Contractor's Travel Reimbursement Claim Form](#)

PROJECT REQUIREMENTS:

Monitoring and Completion Reports



Monitoring Reports (MRs):

- Monitoring reports are due every 6 months on 1 February and 1 August

Completion Reports (CRs):

- Completion reports are due within 2 months of the project's completion

Requirements:

- Report templates can be found at <http://www.apec.org/Projects/Forms-and-Resources.aspx>

Failure to submit MRs or CRs:

- POs with outstanding MRs are ineligible to submit new Concept Notes or have any proposal approved until all overdue reports are submitted
- Any APEC forum whose project has not submitted a CR is ineligible to submit new Concept Notes or have any full proposal approved until all overdue reports are submitted

PROJECT IMPLEMENTATION

How to avoid delays, headaches and disappointment



Be familiar with and follow APEC procurement rules:

- *Guidebook* Chapter 12 on Contracting
- Different requirements for contracts below USD 5,000; 20,000; 50,000; 50,001 and above
- For over USD50,001 get your proposal assessment panel together early and remember **only EWG officials (or their nominated delegates) can be assessors!** (Co-sponsors pls help)
- Use the RFP timeline and correct templates <http://www.apec.org/Projects/Forms-and-Resources.aspx>

How to have a successful workshop:

- Give at least 2 months notice to EWG members of workshops, nomination requests
- Do your research and use your networks to find the right participants and speakers – don't just rely on EWG members to find them for you
- Involve relevant International Experts and organisations as speakers
- Invite a representative(s) of other APEC working groups if relevant
- Work closely with Norila (EWG Program Executive) on travelers approvals and acquittals

Why is APEC concerned with Women?



All APEC leaders have highlighted the importance of women's economic empowerment in their Annual APEC Leaders' Declarations, particularly since 2011.

World Bank has found that the more fully women can participate in their country's economy, the more likely it is that overall economic productivity will rise, development outcomes will improve, and institutions will be more representative.

A UN study reports that limits on women's participation in the workforce across the Asia-Pacific region cost the economy an estimated **US\$89 billion every year.**



So what about gender and energy in APEC?

EMM 2015 Cebu Declaration:

...the development of community-based clean energy strategies paves the way towards income generating activities that...expand participation of women

...human capital development should be tempered with policies that provide incentives for retention and advancement of our workers, particularly the women, in the energy sector



So what about gender and energy in APEC?



EWG Strategic Plan 2014-2018:

‘Develop the human resource base within APEC Member Economies, including full engagement of women in green development, to improve their analytical, technical, operational and policy capacity in the area of clean energy development’

From the Implementation Schedule:

- EGEEC will work with PPWE (and HRDWG) to integrate gender into work to build ‘the workforce needed in the coming years to create, develop and deploy energy efficiency technology and products’
- The APEC Policy Partnership on Women and the Economy (PPWE) will be utilized to address gender barriers to energy trade and investment opportunities

APEC five priority pillars of Women's Economic Participation



1. **Access to capital and assets**, including through such sources as land and personal property, participation in the workforce, and financial services;
2. **Access to markets**, including markets for labor and for goods and services produced by women-owned enterprises;
3. **Skills, capacity building, and health**, so women are physically capable of a range of economic pursuits and are prepared both educationally and technically for success in the workforce, in business, and in entrepreneurship

APEC five priority pillars of Women's Economic Participation



4. **Leadership, voice, and agency**, through which women are valued as contributors, professionals, and leaders in the private, not-for-profit, and public sectors; and
5. **Innovation and technology**, so women have the same opportunities as men to benefit from and participate in development and implementation of scientific advances and new technologies.

APEC Women and the Economy Dashboard



- The 'Dashboard' is an APEC initiative that presents a set of indicators in line with the five priority pillars for APEC's Women and the Economy Agenda
- Allows measurement of the progress of women's participation in economic-related activities in APEC and by economy

APEC Women and the Economy Dashboard



Related to energy poverty, the Dashboard includes a specific indicator on **Household air quality** and measures how close each APEC economy is from the target of zero percent of indoor solid fuel usage for cooking

(World Health Organisation data for 20 economies)

Particularly in developing economies, where many people lack access to advanced stoves, household air pollution is one of the most important causes of poor health. Women and girls, who are engaged in a disproportionate share of housework, are the most impacted by poor household air quality.

- ✓ APEC members scored 80/100 overall towards this target
- ✓ Wide variations of progress amongst economies

Integrating Gender in EWG planning



- In addition to collaboration with APEC's Policy Partnership on Women and the Economy (PPWE), EWG gender related discussions and activities could potentially be supported through engagement with international experts on gender and energy
 - ✓ World Bank / IUCN / Energia
 - ✓ NGOs
 - ✓ Others???
- In the case of EWG, **energy access** and **labour market issues** may be potential areas of focus for example.
 - ✓ Members experiences with reforms supporting improvements in women's participation in energy labour markets could be shared

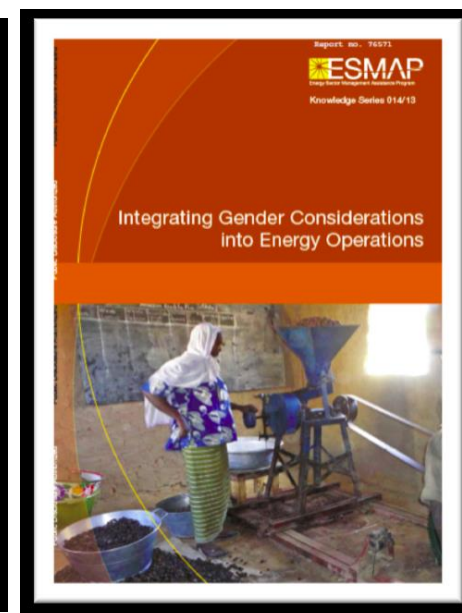
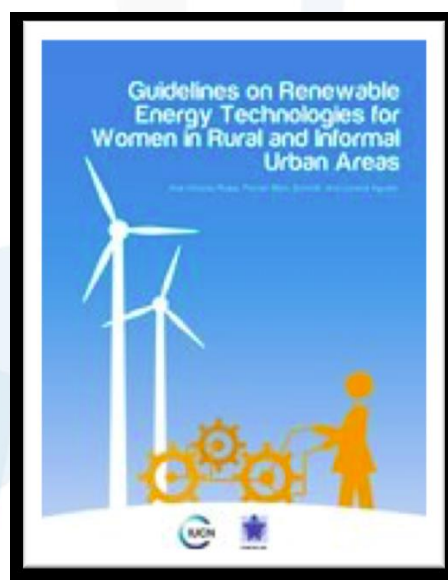
PROJECT IMPLEMENTATION

Gender and EWG



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- **International Resources Available**



- G-REEN Platform: <http://genderandenvironment.org/energy-resources/>
- For further information and access to gender and energy resources and experts please contact Penelope Howarth, ph15@apec.org

Integrating Gender in APEC projects



The **Guide on Gender Criteria on APEC Project Proposals** is at Appendix H of the *Guidebook*

- It is a **key reference** for POs, APEC Fora and PDs on how to integrate gender into APEC Projects
- It explains APEC's Gender Criteria and gives practical advice on how to address them
- It refers to the APEC Secretariat's Gender Focal Point who assists in assessing project proposals submitted to APEC

So how can POs integrate gender? For example...



- By analyzing if there are significant **gender disparities** in the sector and ensuring that any which affect your project are addressed through project activities/inputs
- Ensure that the project contributes to an understanding of gender considerations (or gender analysis). For example, the conference/research/training will **include a specific component on the issue as it relates to women**
- **Consult with women**, women's groups, peak bodies, or women's government agencies in project design to evaluation and ensure results of the project disseminated to them – eg PPWE!

PROJECT IMPLEMENTATION

Gender and EWG



Results so far – attendance for EWG project events

For projects completed 2013-15

Projects Completed in	Speakers					Participants				
	Total	Male	M %	Female	F %	Total	Male	M %	Female	F %
2013-2015 (20)	118	94	80%	24	20%	1494	1019	68%	475	32%
2016 (9)	118	92	78%	26	22%	461	333	72%	128	28%

Potential to include gender more substantively in technical discussions for more EWG projects, as indicated in approved project proposals.

PROJECT RESOURCES:

Further assistance



Further assistance on projects can be found:

- In the *Guidebook on APEC Projects and Proposal Development Materials*:
- <http://www.apec.org/Projects/Forms-and-Resources.aspx>
- On the *APEC Project Database* public site:
- http://member.aimp.apec.org/pdb_sites/default.aspx
- Through the APEC Secretariat, via the EWG Program Director and Program Executive:
 - Program Director: Penelope Howarth ph15@apec.org
 - Program Executive: Norila Mohd Ali nma@apec.org
- Through your BMC or EWG delegate



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Thank you!