APEC Secretariat Report

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September 2018
EGEEC/EGNRET Meetings

Advancing Free Trade
for Asia-Pacific **Prosperity**

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Economic Cooperation

APEC

Process of applying for APEC Funds

1. Concept Note Stage: understand scoring framework.
   a) <u>Internal Submission Deadline</u>: the CN must have fora <u>endorsement</u>, <u>co-sponsors</u>, in <u>compliance</u> with Guidebook.

   b) <u>Final Submission Deadline</u>: the CNs are <u>assessed against the specific eligibility requirements.</u>

T**here are more CN applications than there is funding available, thus, <u>not all Projects are funded</u>**. Through Scoring Process, CNs are assessed against the specific eligibility requirements of the funding source and then scored. Those CNs with higher scores will be funded and approved 'in-principle' by BMC.

2. Project Proposal Stage
   a) <u>PMU assesses</u> according to the <u>Quality Criteria</u> :
      Relevance, impact, effectiveness, sustainability and efficiency.

   b) The Secretariat provides assistance until it meets the satisfactory quality on all criteria, then the PP is recommended to the BMC for approval.

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PROJECT SESSION 1, 2018
Overall Outcomes

Number of Concept Notes submitted	95*
Number of projects approved	53
Approval rate	58%
Average approval rate (5 years)	42%
*includes 4 ineligible.	

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PROJECT SESSION 1, 2018

This table shows the Project Session 1 outcome for EWG:

Project Number	Title
EWG 01 2018A	APEC Low-Carbon Model Town (LCMT) Project Dissemination Phase 2
EWG 02 2018A	APEC Peer Review on Energy Efficiency (PREE) Phase 8
EWG 03 2018A	International Seminar for the Development of the Natural Gas Market
EWG 04 2018A	APEC Workshop on Best Practices for Attracting Renewable Energy Financing and Investment
EWG 05 2018A	Aligning Conformity Assessment Efforts for Energy Efficiency Regulations of Motors in the APEC and ASEAN Regions
EWG 06 2018A	APEC Workshop on Energy and Economic Prosperity
EWG 07 2018A	Orphan oil and gas wells and facilities in Mexico, a chance to identify, innovate and resolve.

PROJECT SESSION 2, 2018
Overall Outcomes

Number of Concept Notes submitted	115
Number of Projects approved	Tba
Approval Rate	Tba
Average Approval Rate (5 years)	Tba
The Project Session 2 outcomes for the ASF General Fund and the ASF Human Security and ASF IERG sub-funds is unfinalised.	

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Project Session 2, 2018
Approved EWG Concept Notes

Project Title	Proposing Economy	Account
Standards Study for Cool Roof Testing and Performance	USA	EELCM
APEC Workshop on Public Private Partnership for Solar Energy Development	Viet Nam	EELCM
Lessons learned from promotion mechanisms focused on boosting energy solutions in remote areas	Chile	EELCM
APEC Best Practice Guidelines for Establishing and Enhancing Energy Efficiency Incentive (EEI) Schemes	Australia	EELCM
Distributed energy resources regulation and rate design	Chile	EELCM
Technological challenges and opportunities to supply flexibility to electric systems	Chile	EELCM

Project Session 2, 2018
Approved EWG Concept Notes

Project Title	Proposing Economy	Account
APEC Workshop on Integrated Energy-Water Planning and Policy Formulation	USA	EELCM
Low Emissions Development Strategies: Supporting the transition to energy efficient, electric transport systems	USA	EELCM
APEC Study on Small-Scale Shallow Draft LNG Carriers and Floating Storage Regasification Units	USA	EELCM
APEC Peer Review on Energy Efficiency (PREE) Phase 9 (Follow-up PREE)	Japan	EELCM(Category 1)
Enhancing women's empowerment in energy field: mapping energy policies with gender perspective	Chinese Taipei	ASF - Women and the Economy
Analyzing the impacts of slow steaming for distant economies	Chile/Transportation Working Group	EELCM

Project Session 2, 2018

Next Steps

- Successful Project Overseers to submit **Project Proposals** to Program Director by **4 September** (**1 Week Grace period by 11 September**)

- PD sent the submitted **6 Project Proposals** for EWG comments and endorsement by **11 September**

- PD will also send **the remaining 6 Project Proposals** for EWG comments and endorsement **as soon as received**

- Updated Project Proposals incorporating EWG comments are due to APEC Secretariat by **17 September** for quality assurance process

- **New and updated** Project Proposal materials available at: https://www.apec.org/Projects/Forms-and-Resources

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Project Session 1, 2019

Schedule of the Project Session 1 2019
Project Session 1 (2019) dates and funding availability will be advised after December this year. Monitor the APEC website or contact your Program Director.

<Schedule of the Project Session 1 2018>
Concept Note stage
- **21 March:** Internal Submission Deadline (submit to Program Director)
- **28 March:** Final Submission Deadline (submit to Project Management Unit)
- **3-17 April:** Responsible APEC Fora to assess eligibility and score concept notes
- **23-26 April:** BMC In-Principle Approval
- **27 April:** Project Overseers to be notified

Project Proposal stage
- **25 May:** Submission of Project Proposal to APEC Secretariat

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PROJECT UPDATES
Key Information

- The **Guidebook on APEC Projects** is updated every year, usually around October. Please monitor the APEC website for the revised edition. You will find guidance in relation to changed project processes on the APEC website.

- Ensure you are using **the latest version of all templates** as published on the APEC website, especially the Concept Note (which may be reviewed as part of the Guidebook, see above).

- Monitor the **eligibility criteria and fund priorities** specific to the fund that you are interested in. The GPA fund priorities are reviewed annually in December.

- When developing your Concept Note, refer to the **APEC Scoring Template** to understand how your concept will be scored.

- When requesting to **amend the design or budget** of a project (including extension requests) , use the APEC Project Design Amendment & Extension form and the APEC Project Budget Amendment form.

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Sources of funding for APEC projects

- **General Project Account (GPA),** mandatory annual economies contributions. Supports all types of APEC projects.

- **Trade and Investment Liberalization and Facilitation Account (TILF),** voluntary contributions. Projects must contribute to trade and investment liberalization and facilitation and require to self-fund a percentage.

- **APEC Support Fund (ASF)**, voluntary contributions. Projects must address the capacity-building needs for APEC developing economies.
   - **ASF** has **11 Sub-funds** that must address capacity-building in their own specific way.

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PROJECT UPDATES
Key Information

- **Monitoring Reports (MRs)** are due on 1 February and 1 August EXCEPT for projects approved in 2018 and onwards. 2018 projects are due once-yearly on the date advised to POs in the Letter of Acceptance (either 1 April or 1 October).

- **Completion Reports (CRs)** are due within 2 months of the end of a project. Penalties apply for late submission of MRs and CRs:

Failure to submit MRs or CRs:

- POs with outstanding MRs are ineligible to submit new CN or have PPs approved until 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.

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KEY ADVICE FOR PROJECT IMPLEMENTATION

How to have a successful <u>workshop</u>:

- Give sufficient notice to members of workshops, nomination requests (strongly recommended two months notice before the events).
- Do your research and use your networks to find the right participants and speakers (don't rely on members to find them for you).
- Involve relevant International Experts and organizations as speakers, ensuring you follow the Guidelines on Managing Cooperation With Non-members.
- Invite a representative(s) of other APEC working groups if relevant.
- Work closely with your Secretariat Program Executive on travelers approvals and acquittals.

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KEY ADVICE FOR PROJECT IMPLEMENTATION

Be familiar with and follow APEC <u>procurement rules</u>:

- *Guidebook* **Chapter 12** on Contracting
- **Procurement takes time!** Refer to your Letter of Acceptance for suggested timelines.
- Different requirements for contracts below USD 5,000; 20,000; 50,000; 50,001 and above.
- When evaluating bids, ensure that the specific Evaluation Criteria identified in the Request For Proposal (RFP) documentation are used to evaluate the bids.
- For over USD 50,001 get your proposal assessment panel together early. Only members of your forum officials (or their nominated delegates) can be assessors.
- Use the RFP timeline and correct templates http://www.apec.org/Projects/Forms-and-Resources.aspx

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SELF-FUNDED APEC PROJECTS

- Can be put forward at any time

- Must be approved by the group

- Must comply with **APEC guidelines and practices** (hosting, publications, logo use, non-member participation)

- Project Overseer must submit **Self-Funded Project Proposal Coversheet** (Guidebook on APEC Projects, Appendix C) to the Secretariat before commencement of the project

- Project Overseer is strongly encouraged to submit **Completion Report** (Guidebook on APEC Projects, Appendix G)

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PROJECT RESOURCES
https://www.apec.org/Projects/Forms-and-Resources

Project Guidebook
- Guidebook on APEC Projects (12th Edition)
- Edition 12: Edit Summary

Forms for Applicants
- Concept Note Template
- Project Proposal Template
- APEC Self-Funded Project Proposal Coversheet

Resources for Applicants
- APEC SCE Guidelines for Cross-Fora Collaboration
- Project Session 1, 2018: An Overview of Changes
- 2015 SCE Capacity Building Policy
- APEC Scoring Template
- Project Quality Training Materials
- Concept Note Development Materials
- Project Proposal Development Materials
- Quality Criteria for Assessing APEC Projects
- Guide on Gender Criteria
- Applying for APEC Funds Overview
- APEC Guidelines on Conducting Capacity Building

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