Updates from APEC Secretariat

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19 November 2020
Virtual EGEEC 55 and
EGEDA 31 Joint Meeting

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

PROJECT SESSION 1, 2020
Overall Outcomes

Number of Concept Notes submitted	97*
Number of Concept Notes approved in-principle	54
Approval rate	56%
Average approval rate (5 years)	46%
*one determined ineligible for PS1 2020.	

PROJECT SESSION 1, 2020
EWG Outcomes

Project Number	Title	Proposing Economy	Outcome/ Status
EWG 01 2020A	APEC Workshop on Grid Resiliency through Energy Storage	USA	BMC Approved
EWG 02 2020A	APEC Workshop on Achieving Business Sustainability for Clean Energy Start-Ups	Indonesia	BMC Approved
EWG 03 2020A	Integrating Electrical Vehicles and Solar Rooftop PV in Electricity Distribution Systems with Continued Performance of Distribution Transformers	Thailand	BMC Approved
EWG 04 2020A	A Community-based Waste Management to Renewable Energy Workshop	Indonesia	BMC Approved

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PROJECT SESSION 2, 2020
Overall Outcomes

Number of Concept Notes submitted	97
Number of Projects approved*	64
Approval Rate	66%
Average Approval Rate (5 years)	47%

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PROJECT SESSION 2, 2020
EWG Outcome:

Project Number	Title	Proposing Economy	Outcome
EWG 05 2020A	Water-Energy Nexus Decision Tool for Electric Power Generation and Cogeneration	USA	QA Process
EWG 06 2020A	PREP – Peer Review on Efficient Power, Phase II	USA	QA Process
EWG 07 2020A	Workshop on Energy Resilience Principle	Japan	QA Process
EWG 08 2020A	APEC Workshop on Promoting Renewable Energy for Rural and Remote Area Development	Viet Nam	QA Process
EWG 09 2020A	APEC Capacity Building Workshop on Retro-commissioning (RCx)	Hong Kong, China	QA Process
EWG 10 2020A	Utilizing renewable energy certification to facilitate APEC regional renewable energy growth	Chinese Taipei	QA Process

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PROJECT SESSION 2, 2020
EWG Outcome:

Project Number	Title	Proposing Economy	Outcome
EWG 11 2020A	Implementation of Low-Carbon Model Town through Green Building Infrastructure and Management Platform	Indonesia	QA Process
EWG 12 2020A	APEC Youngsters Forum: Raising Awareness on Energy Conservation and Energy Efficiency among High School Teachers and Students in the Asia-Pacific Region	Indonesia	QA Process
EWG 13 2020A	Workshop on Korea's new and renewable energy policies and best practices applying them into the APEC region	Korea	QA Process
EWG 14 2020A	The promotion of community waste-to-energy system	Chinese Taipei	QA Process
EWG 15 2020A	Roadmap for Facilitating Renewable Energy Investment in APEC	China	QA Process

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Project Session 1, 2021

- **Project Session 1 (2021)** dates and funding availability will be advised after December this year. Please monitor the APEC website or contact your Program Director.

<Optional Review Process>
- Deadline for CNs submission by Economy Representative or Project Overseer (PO) to EG/TF : 20 November 2020

- Deadline for CNs submission by Economy Representative or PO to APEC Secretariat: 1 December 2020

- CNs will be circulated to EWG members for review: 2 December

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PROJECT UPDATES
COVID-19:

Regional travel disruptions related to COVID-19 continue to make physical project events challenging.

➢ **For the remainder of 2020:**

Any APEC-funded PO who has a physical event planned for the remainder of 2020, and who wishes to still undertake the project event in 2020, to submit a PDAEF* and propose a virtual event. Hybrid events (i.e. events that have a 'physical core' but with varying degrees of remote access) may be feasible but these are subject to local conditions and prevailing regional travel restrictions.

PDAEF: APEC Project Design Amendment & Extension Form

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PROJECT UPDATES
COVID-19:

Regional travel disruptions related to COVID-19 continue to make physical project events challenging.

➢ **2021: for physical project events planned to coincide with SOM clusters and other host year events in New Zealand's host year:**

• New Zealand has announced that all APEC2021 meetings and events in New Zealand will be conducted virtually due to the disruptions to regional travel imposed on us all by COVID-19. It is revising the meeting calendar and schedule to enable APEC to continue all its work, including capacity building on a virtual basis. New Zealand is planning for the overall meeting calendar to have a similar structure to previous years, however it expects meetings and events may be shorter to accommodate differing time zones, and spread across a larger number of days.

• Accordingly, POs are asked to replace any physical APEC project events planned to take place in New Zealand in 2021 (whether during SOM clusters or other host-year APEC events) with fully virtual events. New Zealand is developing a virtual meeting platform that should be available to host fully-virtual APEC project events and will provide more advice on this as soon as possible.

• **For 2019 projects and projects underway:** Please submit a PDAEF* as required. POs should consult PDs before making final decisions about the exact scheduling of virtual or hybrid project events, given the NZ2021 virtual calendar is yet to be announced, and to allow PDs to coordinate events around the margins of 2021 meetings.

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*PDAEF: APEC Project Design Amendment & Extension Form

PROJECT UPDATES
COVID-19:

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➢ **2021: for physical project events planned to occur outside New Zealand**

- In view of the ongoing uncertainty for project participant travel in 2021, POs are recommended to replace any physical APEC project events with fully virtual events. Any physical event should accommodate the possibility of remote participation (hybrid events). If you do elect to maintain a fully physical event, in view of the potential for travel disruptions in 2021, you are advised to be ready to change such plans. Please note that the Secretariat does request 4 months' notice in this circumstance. This is to accommodate processing the design amendment request (PDAEF) itself, undertake any contractual amendments or develop new contracts, ensure timely circulation of information or administrative circulars, and complete any pre-event system testing.

- **For 2019 projects and projects underway:** Please submit a PDAEF as required. If your design amendment entails a change of date, please consult your PD to ensure project event scheduling is coordinated at the forum level.

*PDAEF: APEC Project Design Amendment & Extension Form

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PROJECT UPDATES
COVID-19:

Regional travel disruptions related to COVID-19 continue to make physical project events challenging.

- Self-funded POs may wish to follow the advice issued to APEC-funded POs. Self-funded POs should consult PDs should they seek to adopt virtual or hybrid formats, in lieu of physical events.

- Budget principles have been developed by the Secretariat to support planning for virtual and hybrid project events. *Please consult your PD if you wish to find out more*.

- There are some things to consider when planning to host a virtual/hybrid project event:

    - Ensure the platform or software you choose can be readily accessed by all participants

    - Be conscious of time zones. Consider staging your event over multiple shorter sessions, or over a range of days, to maximise accessibility.

    - Large events can be difficult to facilitate in virtual settings and may constrain the potential impact of your project.

    - Your project information/admin circular should clearly identify the minimum technical requirements for participation. Consider pre-event testing to identify accessibility issues.

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PROJECT UPDATES
Need to knows:

- The document: *2019: What do I need to know about the new Concept Note and Project Proposal templates?* is **mandatory reading for all POs**. You will find a copy in the PO Toolkit (https://www.apec.org/Projects/Forms-and-Resources)

- **The Project Completion Date (PCD)** is the date by which all operational aspects of your project must be completed: including endorsement of your APEC Publications, final reports, **and** the completion of all disbursements. Ensure you plan accordingly. Set a practical PCD at the outset to avoid extension requests.

- **Completion Reports (CRs)** are due within 2 months after the PCD.

- **Monitoring Reports (MRs)** are due once-yearly on the date advised to POs in the Letter of Acceptance (usually either 1 April or 1 October).

- **Overdue MRs and CRs:** only one reminder will be issued by the Secretariat (after 30 days) and BMC will be advised about overdue reporting!

- Penalties apply for late submission of MRs and CRs!

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PROJECT UPDATES
Need to knows:

- **Self-funded Projects must comply with APEC guidelines and practices** (hosting, publications, logo use, non-member participation). POs must submit a **Self-Funded Project Proposal Coversheet** (Guidebook on APEC Projects, Appendix C) to the Secretariat before commencement of the project. Project Overseers are strongly encouraged to submit a **Completion Report.**

- **Tips for your project event:**

  Give sufficient notice to members regarding your project events. Some fora have many project events in a single year, competing for attention.
  Do your research and use your networks to help find the right participants and speakers. Involve relevant international experts and organisations as speakers, ensuring you follow the Guidelines on Managing Cooperation With Non-members. Invite representative(s) from other APEC fora if relevant.
  Work closely with your Secretariat Program Executive on travelers approvals and acquittals.

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PROJECT UPDATES
Need to knows:

- **Follow the correct Procurement and Contracting approach.**

- *Guidebook: See Chapter 12 and Appendix I.*

- Different procurement approaches apply for work below US$5,000; between $5001 and $20,000; between $20,001 and $50,000; above $50,001.

- Procurement takes time! The Letter of Acceptance has suggested timelines. Be specific and detailed in Terms of Reference and Request for Proposal (RFP) documents: tell the contractor exactly what you want them to do, and when you want them to do it. Don't leave room for assumptions.

- When evaluating RFP bids, ensure that the specified Evaluation Criteria identified in the RFP, are actually used to evaluate the bids.

- Get your proposal assessment panel together early (applies to procurement over $50,001). Only members of your forum officials (or their nominated delegates) can be assessors. Use the RFP timeline and correct templates: See PO Toolkit.

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RESOURCES

Visit the **PO Toolkit** page:
https://www.apec.org/Projects/Forms-and-Resources

Visit the **Project Quality: Training and Guidance** page:
https://www.apec.org/Projects/Project-Quality-Training-and-Guidance

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