*Ver 1, 2022*

NOTE TO POs: Please use this General Information format and content as a model and send your proposed GI to us as a TRACKED CHANGES version of this one. All standard sections and text included in this GI should also be included in yours. You only need to replace content specific to your workshop. We welcome proposed improvements on this format.



**GENERAL INFORMATION CIRCULAR**

[*Insert Workshop Name*]

[*Insert dates*]

[*Insert Year*]

[*Insert City, Economy*]

**Organizer: [***Insert Name*]

**Event held under APEC Project: [***Insert Workshop Name*] *(*[*Insert Project Number*]*)*

**Sponsoring Economy / Project Overseer: [***Insert Economy*] / **[***Insert Name*]

**Co-sponsoring APEC economies:** [*Insert Economies*]

**Funded by** [*Insert Fund/Subfund Name*]

**TABLE OF CONTENTS**

**1) OBJECTIVES**

**2) DATES**

**3) VENUE**

**4) PARTICIPANTS AND SPEAKERS**

**5) AGENDA**

**6) METHODOLOGY**

 **7) INSTITUTION**

 **8) APPLICATION PROCEDURE**

**9) ALLOWANCE AND EXPENSES**

**10) MISCELLANEOUS**

**11) Data Privacy**

**ANNEXES**

**ANNEX I TENTATIVE PROGRAM OF ACTIVITIES**

**ANNEX II NOMINATION FORM**

**1. OBJECTIVES**

This project seeks to bring together policy makers and the evaluation practitioners to highlight the value of evaluation and discuss the idea of developing an evaluation community.

**Project Objectives**

The project will:

1. Create a foundation for the development of a community of practice of qualitative and quantitative evaluation of energy efficiency programs and policies, particularly in developing economies.
2. Build capacity in evaluation and raise awareness in policy makers on strategies, policies, protocols, and regulations for designing and implementing program and policy evaluations of energy efficiency programs and policies.
3. Create an enabling environment for evaluation of energy efficiency programs and policies (relating to residential, commercial and industrial buildings and processes) through bringing policy makers and evaluation practitioners together.
4. Strengthen institutional capacities of Voluntary Organizations for Professional Evaluation and Civil Society through their participation and discussion.

**Workshop Objectives**

The **workshop** is a [*Insert # of days*] event led by an expert consultant that will deliver a tailored program to deliver capacity building in energy efficiency policy evaluation. The workshop will include several sessions with varying dynamics such as expert presentations, case studies discussion, workshop sessions and more to maximize learning and retention.

**2. EVENT DATE**

[*Insert Day, Month, Year*]

**3. VENUE**

[*Insert Venue Name, City, Economy*]

Detailed Address: [*Insert Address*]

Tel: [*Insert phone number, including country code +*]

[*Insert weblink to venue if applicable*]

**4. PARTICIPANTS AND SPEAKERS**

All 21 APEC member economies are welcome and invited to attend and actively participate in the Workshop.

Nominations for this event are being sought from [*Insert Fora/Workgroup/Organization(s) Name(s)]* representatives.

Up to **two** active expert participants from each APEC travel-eligible economy will be funded by APEC. The APEC travel eligible economies are Chile, the People’s Republic of China, Indonesia, Malaysia, Mexico, Papua New Guinea, Philippines, Peru, the Russian Federation, Thailand, and Viet Nam. Representatives from non-travel eligible economies are very much encouraged to attend the workshop on a self-funded basis.

Appropriate expert speakers may be nominated by [*Insert Fora/Workgroup Name(s)* members for the Project Overseer’s consideration.

Nominations of qualified female speakers and participants are particularly encouraged.

**5. AGENDA**

The tentative **agenda** of the workshop is not available at this time but will be attached as **ANNEX I**.

**6. METHODOLOGY**

(6.1) Organization of Program

Target audiences of this project are:

APEC Member Economies’ organizations involved in designing and conducting energy efficiency programs, policies and evaluations, and from relevant academic institutions. In particular, we are interested in attendees that either work day to day on evaluation or that can shape policies and programs to strengthen their evaluation components. As appropriate, economies may wish to consider the nomination of representatives from energy program implementers and environmental organizations. Economies are strongly encouraged to consider qualified female participants in their nominations.

(6.2) Evaluation

Participants are required to complete and return an Evaluation Form by the end of the workshop. In this form, each participant is encouraged to share their views and advice on the Workshop’s impact and efficiency as well as possible suggestions and policy implications for future APEC related cooperation programs and activities.

(6.3) Language

The workshop will be conducted in [*Insert Language(s)*].

**7. INSTITUTION**

The Workshop will be organized by [*Insert Institution/Organization/Department Name*]

[*Insert Name of PO*]

Project Overseer

[*Insert Institution/Organization/Department Name*]

Email: [*Insert email address*]

For all substantive and logistics matters including APEC-funded participants, please directly contact the program overseer, [*Insert Name*].

APEC-funded participants should directly contact the APEC Secretariat for financial and related arrangements. Contacts are as follows

Primary contact:

[*Insert Name]* [*Insert Name*]

Program Executive Program Director

APEC Secretariat APEC Secretariat

Email: [*Insert email* address] Email: [*Insert email* address]

**8. APPLICATION PROCEDURES**

Focal points of respective Governments of the APEC member economies in [*Insert Fora/Workgroup Name(s)*] will nominate their proposed speakers / expert participants to attend the Workshop through the following procedures:

1. APEC [*Insert Fora/Workgroup Name(s)*] focal points need to send copies of the Nomination Form (ANNEX II) to the contact indicated on the form with the details of the nominated speaker or expert participant applying to attend the Workshop through e-mail by the deadline. The deadlines for any nomination:
* for speakers will be **[*Insert Day/Month/Year*]** and
* for expert participants will be **[*Insert Day/Month/Year*]**
1. Speakers approved by the Project Overseer should submit their presentations to the **project manager via email** by **on or before** *[Insert Day/Month/Year]* **at the latest**

**9.** **ALLOWANCE AND EXPENSES**

(9.1) Allowance principles

According to the project budget the APEC Secretariat will provide APEC funding for speakers and participants invited by the Project Overseer on following principles:

Speakers: will be provided with round-trip airfares of restricted economy class (Y class or equivalent) and in the most direct route and per-diem (including accommodation fees). Subject to budget availability, speakers may be eligible for restricted business class air ticket if their flight time exceeds 12 hours.

Active participants from travel-eligible APEC member economies: Two participants from each APEC travel-eligible economy will be provided with round-trip airfares of restricted economy class and in the most direct route, and per-diem. Per diem allowance is intended to cover costs such as hotel bills, meals, transportation, transfers, travel insurance, visa and departure taxes.

(9.2) Signing of Undertakings for APEC funded speakers and participants

Once the APEC Secretariat receives the final list of participants and speakers from the organizers, the Secretariat’s Program Executive will contact each APEC-funded participant and speaker regarding travel approvals (see Item 7 for contact).

Once the APEC Secretariat has approved your air-ticket and itinerary, they will send you a travel undertaking for your signature. The undertaking is a contract between you and the APEC Secretariat, in which you agree to perform the Terms of Reference and they commit to reimbursing you for your travel expenses. An undertaking must be signed by each APEC-funded traveler at least 10 working days before their travel commences.

The APEC Secretariat will not reimburse travel or any other expenses which are not supported by the signed undertaking. The undertaking will be based on the quotation of the most direct and economical return trip (including airport and airport taxes, if any) to attend the Workshop. This quotation should be obtained by the APEC- funded travelers from his or her local travel agent. The complete travel itinerary and quotation should be forwarded to the APEC Secretariat for approval before the traveler firms up their travel arrangements. The APEC Secretariat assesses received quotations through Internet searches of travel web-sites including, where possible, those in the traveler’s home economy.

(9.3) Per-diem

The per diem amounts to [*Insert Currency and Amount*] per person per day to cover the participant’s accommodation and daily expenses during their stay in [*City*] for a maximum of [*number of days*] days (per diem for [*number of days*] days and 75% of one day’s per diem to cover miscellaneous expenses). Actual reimbursement is also subject to actual itinerary approved / travelled.

(9.4) Reimbursement/ Advance payment

Airfare and per diem allowance are normally provided on reimbursement basis which will take 20 working days after the Secretariat’s receipt of the claim and necessary documents in good order from the APEC-funded travelers after the Workshop.

If APEC-funded participants require an advanced payment, they must make request to the APEC Secretariat on an individual basis (this request should be make together when you submit your airfare quotation and itinerary). **The deadline for receipt by the Secretariat of the airfare quotation and itinerary in good order, for advance payment is 22 September, thereafter, all payment will be reimbursed after the event.** The request should be made in consistent with the requirements as mentioned below. If the traveller and/or their department/organization have previously obtained an advance from the APEC Secretariat (any APEC-funded projects) and have not been discharged of the obligations (i.e. obtained the relevant certification and/or submitted your travel documents) under that advance, you will not be able to receive an advance for this Workshop until your previous advance has been accounted for.

**10. MISCELLANEOUS**

(1) Workshop participants should read the attached paper “[*Insert Paper Name*]” ([Insert Project Number]). This paper was prepared to inform the content of this project workshop, identify attendees and provide a baseline snapshot of the evaluation landscape of APEC member economies, focusing on the developing economies.

(2) After confirmation of acceptance, all participants and speakers are required to arrive in [*Insert City, Economy]*, **before [*Insert Day/Month/Year*]**;

(3) Participants and speakers funded by APEC will assume responsibility for any other expenses incurred during travel between their economies and [*Insert Economy*]. They will also make their own arrangements for any other financial matters of a personal nature;

(4) APEC highly values collaboration with appropriate external stakeholders. Participation in all APEC events is governed by APEC’s [Guidelines for Managing Co-operation with Non-members](http://mddb.apec.org/Documents/2015/SOM/SOM3/15_som3_005.pdf), and attendance of nominees for this workshop who are not government officials (or part of a government delegation), for instance from the private or academic sectors, may be subject to [*Insert Fora/Workgroup Name*] approval as per the aforementioned Guidelines.

(5) Speakers and participants are required to strictly observe the workshop schedule. Non-attendance of APEC funded travelers would result in financial and potentially other penalties;

(6) The presentations and other documents from the Workshop will be collated by the by the Project Overseer (or their delegate) who will send them to the APEC Secretariat within 2 weeks of the event. The presentations will be made publicly available shortly after through APEC’s [Meeting Document Database](http://mddb.apec.org/Pages/default.aspx) (unless they are indicated to be for restricted circulation only to EWG members). Presenters are reminded that all workshop materials must comply with [APEC Publication Guidelines](http://www.apec.org/~/media/Files/AboutUs/PoliciesandProcedures/Publications/APECPubs_guide_Oct16.pdf). The workshop deliberations also need to comply with the [APEC Hosting Guidelines](http://www.apec.org/~/media/Files/AboutUs/PoliciesandProcedures/Meetings/Guidelines%20for%20Hosting%20APEC%20meetings_Jul2016.pdf). In particular organisers, speakers and participants should ensure compliance with the following IMPORTANT APEC REQUIREMENTS contained in those Guidelines as required by APEC Senior Officials:

**All attendees need to ensure while drafting any workshop documents or making presentations at the meeting to please be mindful of APEC nomenclature. APEC is a grouping of economies. Therefore, it is inappropriate to use anything, such as flags or emblems, which may imply the “political status” of any member economy. Disputed maps should not be included in any presentations or materials distributed at an APEC event. Members of APEC should be referred to as “member economies” or “members” or “economies”. Please do not use in reference to APEC member economies the words “country”, “nation” or “national”.**

**Please also be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.**

**11. DATA PRIVACY**

The APEC Secretariat collects, uses and stores personal data from participants in APEC-funded projects to support our project administration and evaluation processes. APEC Project Overseers transfer participant personal data to the APEC Secretariat for these purposes. APEC Secretariat has in place a Personal Data Protection Policy and collects, uses, stores and disposes of personal data in accordance with Singapore’s Personal Data Privacy Act 2012.

**ANNEX I**

**AGENDA (DRAFT)**

**ANNEX II**

**NOMINATION FORM**

**[*Insert Name of Workshop*]**

**([*Insert Project Number*])**

**Complete all fields and return to Nominations Focal Point below:**

**[*Insert Name*]**

Project Overseer/ Project Manager, [*Insert Institution/Organization/Department*]

Email: [*Insert email address*], Tel: [*Insert phone number including country code +*]

By completing and returning this form, I consent to the collection, use and disclosure of the personal data provided below to the APEC Secretariat, for the purposes of project administration and evaluation and to be handled in accordance with the APEC Secretariat Personal Data Protection Policy.

**APEC MEMBER ECONOMY:** [INSERT]

**NOMINEE 1**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 2**

Name (CAPITALISE surname): [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position:

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT] Fax: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**Name of official making the above Nomination(s):**

Economy Representative for which APEC Fora:

Title:

Organization:

Email:

Telephone:

Fax:

**Please complete all fields in this form and email it to the Nominations Focal Point given above, no later than:**

**[*Insert Day/Month/Year*]** for both speaker and participant nominations

**\*\*\* LATE NOMINATIONS MAY NOT BE ACCEPTED \*\*\***