

APEC Expert Group on Energy Efficiency and Conservation (EGEEC)

Terms of Reference (Draft)

Mission

The APEC Expert Group on Energy Efficiency and Conservation (EGEEC) was established by APEC Energy Working Group (EWG) in 1993 to assist in achieving energy security, advance economic and social well-being, and to realize environmental benefits in the Asia-Pacific region through energy conservation and the application of energy-efficiency practices and technologies.

Objectives

The following objectives have been established to accomplish the mission:

- Enhance cooperation to achieve greater energy efficiency towards APEC's aspirational goal of reducing energy intensity by at least 45% by 2035, using 2005 as a base year;
- Advance the application of energy efficiency practices and technologies in opportune end-use sectors (residential, commercial, industrial, agricultural, transportation, etc.);
- Assist in developing and enhancing trade in energy efficient products and services between APEC member economies;
- Contribute to international efforts to reduce the adverse impacts of energy production and consumption upon our global environment; and
- Improve the analytical, technical, operational and policy capacity for energy efficiency and conservation within APEC member economies.

Strategies

The strategies consist of the following major elements:

- Maintain a dynamic organisation structure and associated "modus operandi" that focus on outcomes consistent with the EGEEC's mission and objectives.
- Perform technological and institutional assessments to increase the knowledge base about energy efficiency and conservation, optimisation of energy use systems, application of energy-efficiency practices and technologies, and environmental impacts of energy use in the Asia-Pacific region.
- Engage in collaborative endeavours such as seminars, workshops, and personnel exchange programmes to facilitate the exchange of education and training of energy efficiency and conservation, energy technology for relevant stakeholders in the region.
- Establish cooperative linkages with other international organisations to maximise energy efficiency and conservation information exchange, and minimise duplication of efforts.

- Encourage the deployment of voluntary technology transfer mechanisms with tools that compile information about the availability and successful implementation of energy-efficiency practices and technologies and conservation measures that apply to the Asia-Pacific region.
- Undertake and facilitate activities that reduce business costs and enhance trade in energy efficient products through cooperation on energy standards. Such activities will support the acceptance of test results internationally; facilitate alignment and harmonisation of test procedures and standards; and develop equivalence and translation tools for comparing energy performance levels.
- Conduct projects that enable a large number of APEC member economies to participate jointly in research, development and demonstration projects that promote energy conservation and result in the application of energy-efficiency practices and technologies in the Asia-Pacific region.
- Facilitate the exchange of information on member economies' programs and policies to promote energy efficient and conservation.
- Encourage program activities in relevant energy end-use sectors to encourage business/private sector participation in applying energy-efficiency practices and technologies region-wide.
- Annually report to EWG on the progress towards achieving the APEC aspirational goal to reduce the energy intensity of 45% from 2005 levels by 2035 and identify opportunities for further action.

Operations

The EGEEC shall operate according to the following guidelines:

Membership

- The EGEEC is open to all 21 APEC member economies. Each APEC member economy should appoint an official contact person to the EGEEC.
- The official contact person to the EGEEC should notify projects/workshops/meetings related to energy efficiency under APEC EWG, including the participants from APEC and Non-APEC economy.
- The Chair of the EGEEC should notify member economy delegates in writing at least two months prior to the scheduled EGEEC meeting.
- APEC member economies' delegation to the meetings may have more than one person to participate in the activities.

Leadership

The EGEEC elects one member economy as Chair and another member economy as Vice-Chair for a two-year term of office (1 July 2025 – 30 June 2027 or 1 July 2027 – 30 June 2029). In the event that the current Chair is unable to continue with his/her duties, the member economy should nominate another of its representative to assume the responsibilities of the Chair. Should this member economy decline to continue as Chair, the Vice-Chair should assume the Chair's responsibilities for the remainder of the Chair's term until a new Chair is elected at the next

EGEEC meeting. Any elected Chair or Vice-Chair can normally serve no more than two consecutive terms of office. If the Chair cannot attend a specific EGEEC meeting, he/ she shall designate the Vice-Chair to serve as chair for that specific meeting.

During an EGEEC meeting, the Chair may enlist the services of any official EGEEC delegate to assist with designated chairing duties. It is the Chair's responsibility to make arrangements for administrative and clerical support, including the preparation of meeting minutes. The host economy shall do its best to provide all the necessary assistance for the conduct of the meeting, including support and secretarial staff.

Decision Making

The EGEEC reports to the EWG and endorsement decisions of the EGEEC will be subject to the EWG's approval. All decisions on issues deliberated by the EGEEC should be endorsed by the "consensus" of the member economies.

Meeting Arrangements and Venue

The EGEEC shall normally meet twice a year at times appropriate for the proper management and operation of the EGEEC activities. The Chair shall issue an advance notice of the meeting at least two months prior to the scheduled EGEEC meeting. A meeting agenda will be sent to all official EGEEC contact persons at least one month prior to the scheduled meeting. As a general rule, when workshops and seminars of projects are planned and endorsed by EGEEC, they should be scheduled in concert with the meeting.

Members should endeavour to circulate papers to be considered by the EGEEC in time to allow other members to adequately consider prior to the meeting. In case of matters requiring the substantive decision of the EGEEC (such as proposals requiring funding), papers should be circulated preferably at least two weeks before the meeting. The EGEEC may decide to accept papers circulated after this period.

Meeting locations will be rotated amongst APEC member economies on a voluntary basis and the host economy of a meeting would serve as the co-chair of that meeting. Serving as a meeting host will be strictly on a voluntary basis. However, every member economy is expected to host at least one meeting to complete the rotation. If an APEC member economy volunteers to host a meeting in its economy, the venue obligations of the host economy shall include the following arrangements:

- Arrange for hotel accommodations and advise on local transportation arrangements.
Note: Delegates to pay for their own hotel accommodation.
- Arrange and pay for meeting facilities including:
 - meeting rooms;
 - audio-visual equipment (as required);
 - computer equipment (as required);
 - reproduction services;

- miscellaneous materials (flip charts, note pads, etc.); and
- delegate name tags (personal and desk type).
- Arrange for refreshments and any hospitality.

Reporting Mechanism

The program leaders and project overseers will present reports on the status of the programs and projects at every EGEEC meeting. The program leaders and the project overseers must circulate the reports to all contact persons of the EGEEC two weeks before the EGEEC meetings.

Quorum

The quorum for EGEEC meetings constitutes attendees from 10 economies. Recommendations can be made if quorum and consensus are reached. If the quorum is not reached, the meeting may continue, but recommendations must be put to the full membership for consideration. Should the EGEEC fail to meet quorum for two consecutive meetings, it will be referred to Senior Officials for a decision on whether it should continue to exist.

Term of EGEEC

The EGEEC has a term of four years starting from 1 January 2026 to 31 December 2029. At the expiration of this and any subsequent term, the mandate of the EGEEC and its ToR shall be reviewed (by the EGEEC and EWG), and a recommendation on renewal put to EWG and Senior Officials for approval.