

**Facesheet**(Tick  one)      **Project seeking APEC funding**       **Progress Report**       **Evaluation Report**(Tick  one)      ( ) **Operational Account**      ( ) **TILF Special Account**      ( ) **Self-funded Project**

Project number: <i>(To be filled in by Secretariat)</i>		Date received by Secretariat:	Late / Not late <input type="checkbox"/> <input type="checkbox"/>
<b>Name of Committee/Working Group:</b> Expert Group on Energy Efficiency and Conservation (EGEEC)/Energy Working Group			
<b>Title of Project:</b> Seminar on Energy-Saving Opportunities in Buildings Requiring Stringent Control of Environmental Conditions			
<b>Proposing APEC Member:</b> Chinese Taipei			
Co-sponsoring APEC Member(s): USA, Singapore, Australia			
Project Overseer: Name, Title and Organization Dr. Fanghei Tsau (M) Industrial Technology Research Institute			
Postal address: Bldg. 64, 195-6 Section 4 Chung-Hsing Rd. Chutung, Hsinchu 310 Taiwan		Tel: 886-3-5915394 Fax: 886-3-5820250 Email: Fanghei@itri.org.tw	
Financial Information	Total cost of proposal (US\$): 38,440	<b>Amount being sought from APEC Central Fund</b> (US\$): 38,440	
Type of Project:    seminar/symposium <input type="checkbox"/> short-term training course <input type="checkbox"/> survey or analysis and research <input type="checkbox"/> database/website <input type="checkbox"/> others <i>(Please specify)</i>			
Project start date: March 1, 2003		Project end date: March 31, 2004	
<b>Project Purpose:</b> APEC member economies are at a stage when clean manufacturing and R&D is becoming increasingly important in their economies. While the associated industries are commonly characterised by their high-tech contents and high profits, it is also known that the energy intensity of these industries, process and environmental control combined, is not to be taken lightly. Furthermore, a quick survey of the literatures shows that energy consumption for environmental control varies from one clean space to another, even for spaces with the same class of cleanliness and process, while all reporting satisfactory yields. There are clearly good potentials for energy-saving and benefits to be gained by understanding what makes the above differences. This project aims to appraise, firstly, the current situation of energy consumption for environmental control in high-tech buildings, secondly, to identify possible opportunities for energy-saving and, lastly, determine what needs to be done next to improve the situation in a two and a half days seminar attended by representatives, practitioners and stakeholders from a majority of APEC member economies.			
Signature of Project Overseer:  <i>(Separate written confirmation acceptable for email submission)</i> Date:			
Signature of Committee Chair/WG Lead Shepherd:  <i>(Separate written confirmation acceptable for email submission)</i> Date:			

**ECOTECH Weightings Matrix**  
(Revised - November 2000)

Seminar on Energy-Saving Opportunities in Buildings Requiring Stringent Control of Environmental Conditions

<b>Criteria</b>	<b>Supporting Information (indicate paragraph number if details are in the project proposal)</b>	<b>Linkage (1 point for each)</b>
Responds to a <u>specific</u> instruction from Leaders/Ministers <sup>1</sup>	See proposal item 4 a)	1
Meets a core ECOTECH theme under the <i>Manila Declaration</i> <sup>1</sup>	See proposal item 4 b)	1
Responds to the Common Policy Concepts, Activities and Dialogues identified in Part II of the <i>Osaka Action Agenda</i> <sup>1</sup>	See proposal item 4 c)	1
Responds to a <u>specific</u> ECOTECH Initiative <sup>2</sup>	See proposal item 4 d)	1
Improves skills, including in new technologies	See proposal items 6 & 10	1
Builds capacity and strengthens institutions	See proposal items 6 & 10	1
<u>Measurably</u> improves economic efficiency/performance <sup>3</sup>	The project identifies energy efficiency opportunities and determines what can be done next to realize them.	1
Is of <u>practical</u> benefit to the private/business sector; has private/business sector <u>participation</u> ; and/or <u>funding</u> <sup>4</sup>	The project is of practical benefit to the private sector and has private sector participation. The private sector will cover the cost of participants' time.	3
Assists economies attain sustainable growth and equitable development, while reducing economic disparities among APEC economies and improving economic and social well-being	Energy efficiency improvements contribute to sustainable growth for an economy.	1
Supports a TILF objective, as laid down in Part I of the <i>Osaka Action Agenda</i> <sup>1</sup>	The project supports the Osaka Action Agenda Part 1 Item C3 Energy long-term objective of increased harmonization of energy standards for industrial and commercial equipment.	1
Disseminates information including through seminars/websites/databases <sup>5</sup>	The project is a seminar and will publish its proceedings on a website.	0
Outline the <u>outcome</u> and how members will benefit <sup>5</sup>	The project will increase the knowledge of energy efficiency opportunities for environmental control in high-tech buildings.	0
	<b>Net Score</b>	<b>12</b>

**Footnote**

- <sup>1</sup> Identify which instruction/ECOTECH theme/OAA element.  
<sup>2</sup> See <http://www.apecsec.org.sg/ecotech/index.html>  
<sup>3</sup> Policy outcomes that include development of energy efficiency guidelines, food safety standards etc  
<sup>4</sup> One point for each element up to a maximum of 3 points.  
<sup>5</sup> Not scored

**Remarks** (Please indicate if not applicable e.g., for TILF projects. Additional information in support of projects which do not score highly may also be provided here by the Lead Shepherd/Chair).

## **Format for Projects Seeking APEC Funding**

This format should be completed with reference to the Guidebook on APEC Projects. It is recommended that the “Guide to Strengthening Project Management and Performance” would be a useful reference. Both Guides are available on the APEC Secretariat website at [www.apecsec.org.sg](http://www.apecsec.org.sg)

*Please note that items followed by an asterisk (\*) fall within the category of criteria which relate to “APEC values” in the **Criteria of Assessment of APEC projects** set out in Annex B.*

*Please provide your answers in point form or as succinctly as possible below each paragraph heading.*

### **A. Project Design**

#### **Project**

01. Name of project.
  - Seminar on Energy-Saving Opportunities in Buildings Requiring Stringent Control of Environmental Conditions
02. Name of the working group or committee taking responsibility for the project and the dissemination of its results.
  - Expert Group on Energy Efficiency and Conservation under the Energy Working Group

#### **Objectives**

03. Describe briefly how you will measure your results (in the short and longer term) to know if your project has been successful. (You must provide detailed assessment measures in paragraph 19)
  - The impact of the project will be measured by the reaction of the seminar participants and recipients of the published proceedings, the number of APEC member economies that participate, and mostly by the outcome agreed to realize the opportunities identified in the seminar.
04. How, briefly, this project responds to the priorities set by APEC Leaders and Ministers, as evidenced by parts of the APEC Action Agenda including Action Program, work plan, vision statement, and policy statement that relate to this project.
  - a) This project is in pursuance of Energy Policy Principles numbers 2 (... efficient ... consumption of energy), 3 (... achieving rational energy consumption ...), 10 (Enhance energy information and management programs ...), 13 (Promote cost effective measures which improve the efficiency with which energy is used and reduce greenhouse gases ...) and 14 (Cooperate ... in the joint implementation of projects to reduce greenhouse gas emissions ...).
  - b) While not a direct response, the project supports four core ECOTECH themes from the Manila Declaration, namely 1: develop human capital; 3: strengthen economic infrastructure; 4: harness technologies for the future; 5: safeguard the quality of life through environmentally sound growth.
  - c) The project responds to the Common Policy Concepts of a) fostering a common understanding on regional energy issues; and c) reducing the environmental impact of the

energy sector. It also responds to the joint activity of e) improve environmental performance through expanded programs in the fields of ... end-use energy conservation measures.

- d) Energy efficiency is a key component of the specific ECOTECH initiative on Cleaner production.

05. For applications under the TILF Special Account: How briefly this project contributes to APEC Trade and Investment Liberalisation and Facilitation (e.g. relevance to specific parts of the Osaka Action Agenda).

- Not Applicable

### **Linkages**

06. The kinds of institutions in member economies intended to benefit from the results of the project. Highlight the direct benefits to the institutions, the types of business in member economies which will benefit from the results of the project and what the direct benefits are.

- The project is aimed primarily at uncovering energy efficiency issues associated with high-tech buildings, in particular the very stringent environmental control aspect. The energy intensity by the requirement of precise control of environmental conditions for buildings in, notably, electronics and biotechnology industries is much higher in comparison with those of other types of buildings. Furthermore, a quick survey of the literatures indicates that the normalized energy consumption (based on common and pre-defined units) varies significantly among those having the same environmental control requirements. There is clearly a need to find out what makes those differences and determine what's appropriate to improve the current situation. The project can help those providing energy efficiency services to the private sector to increase their effectiveness of services in this area, and provide guidance on energy-efficient equipment development. It can also help relevant government agencies in their future policy formation to increase energy efficiency for environmental control in the high-tech sector.

07. How the participation of the business/private sector and non-governmental institutions has been sought or will be sought. Illustrate how the business/private sector has been involved in the planning and delivery of the project and whether any other APEC fora have been consulted. (\*)

- The principal targets for seminar participants will be private sector energy efficiency service providers, energy efficiency researchers and experts in specialized environmental control and users/owners of high-tech buildings.

08. How this project will add "APEC value" (as to the potential benefits of implementing projects) in the context of other work that might have been done elsewhere in the same field. (\*)

- To date much of the effort to improve energy efficiency within APEC has been public sector and government oriented (initiatives, policies and etc.). This project will expand the work into the technical area closer to the private sector/end users.
- The seminar will complement projects previously undertaken by the Expert Group on Energy Efficiency and Conservation in other types of buildings.

09. An indication of how the project might contribute to related projects or activities in APEC or elsewhere.

- Increased energy efficiency has been identified as a measure that would counteract the effects of volatile energy prices and contribute to long-term energy security. This seminar would focus on an emerging and intensive energy-consuming sector which many APEC economies' 3E development depends upon.

10. Describe the deliverables of the project and demonstrate how they will meet the needs of the targeted beneficiaries.
- The prime deliverable from the project will be a two and a half days seminar at which participants from APEC member economies will: appraise the current situation from presentations by experts and researchers for high-tech buildings; identify energy efficiency opportunities, and; determine steps to realize the efficiency gains.
  - The seminar will produce a proceedings that will contain energy efficiency opportunities for environmental control in high-tech buildings and recommendations regarding follow-up steps to realize those opportunities.
  - The proceedings of the seminar will be published and widely distributed within the APEC region.
  - The deliverables will address the needs of the participants in this field, ranging from, but not limited to:
    - Providing a knowledge of the problems and potential efficiency gains that can be achieved;
    - Delivering a technical insight into what leads to the current condition;
    - An opportunity to cooperate on the development of a full understanding on the situation in APEC region, energy efficiency initiatives and programmes that affect or are relevant to many member economies.

### **Methodology**

11. A concise description of the project's methodology by components, with its associated outputs clearly specified.
- The project overseer, with input from the EGEE&C representatives of the co-sponsoring economies, will organize a two and a half days seminar. Appropriate representatives and experts from the private and public sectors of APEC member economies will be identified and invited to the seminar. Priority will be given to participants from the private sector and, where other qualifications are equal, to female applicants for funding. The specific location and date of the seminar are yet to be confirmed, but will be in a developing APEC member economy and organized in conjunction with other APEC activities if at all possible, to lower costs and therefore maximize participation from APEC developing economies.
  - The stages of the project will be:
    - a) Identify and confirm a venue and date for the seminar;
    - b) Identify seminar speakers, including engaging a rapporteur;
    - c) Collect formal input material from the speakers;
    - d) Conduct a two and a half days seminar, which will consist of the following activities:
      - Presentations by participants on the current conditions, views and experiences;
      - Identification of common problems and potential future collaborative activities;
      - Discussion, agreement on conclusions and recommendations.
    - e) Follow up of the seminar will comprise the compilation of proceedings. A limited number of copies will be printed and distributed to participants plus one copy to a representative from each APEC member economy plus copies for the APEC Secretariat and the EWG Secretariat. An electronic version in a "read only" format will be made available for downloading from an APEC approved internet website and also sent to representatives of EGEE&C and EWG.
12. A timeline for circulation and submission of this project proposal with drafts circulated well in advance to fora to allow careful consideration.

- This proposal will follow the EWG timetable, with initial idea raised at the September 2001 EGEEC meeting. The proposal will be circulated to EGEE&C representatives electronically before the finalized proposal can be lodged with the EWG Secretariat by the due date.
13. A timetable for the accomplishment of each component in (11).
- *Identify and confirm a venue and date for the seminar by January 2003;*
  - *Identify seminar speakers, including engaging a rapporteur by June 2003;*
  - *Collect formal input material from the speakers by August 2003;*
  - *Conduct a two and a half days seminar and circulate the commendations by September to October 2003;*
  - *Publishing of the proceedings by March 2004.*
14. The number of APEC member economies that will participate in this project. Please indicate the names of member economies participating in each component of the project as set out in (11). (\*)
- The project manager and representatives from the co-sponsoring economies will, together with the host economy, organize the seminar.
  - It is expected that a majority of APEC member economies will participate, as the project is relevant to a majority of them. The budget has been set to enable funding speakers from more than half of the APEC member economies.

### **Budget**

15. An itemized budget for the project, including provision for any publication and dissemination of project results, in the prescribed format. Applications under the Operational Account should use the format at *Annex A1*. Applications under the TILF Special Account should use the format at *Annex A2*. The budget should illustrate the assumptions adopted (e.g. unit costs) for the computations.
- The total budget requested is US\$38,440 (please refer to the attached budget sheet for details).
16. A timetable for the drawdown of APEC funding requested for the project, including details of any advance payment or instalment payment requested and justifications for such requests.
- Initial payment of US\$ 6,000 to rapporteur/seminar organizer in August 2003;
  - Payment of speakers' travel and accommodation expenses of US\$ 24,000 in October/November 2003;
  - Final payment of US\$ 8,440 on publication of proceedings and others in March 2004.
17. Details of any request for waiver or exception from the normal APEC financial rules with justifications.
- No waivers or exemptions from the normal APEC financial rules are requested.

### **Dissemination of Project Output**

18. A plan for the publication and dissemination of the results of the project, including:
- a. the nature of the target audience, and, based on that audience;
    - The primary target audience of the project will be experts, researchers and stakeholders from the public and private sectors of APEC economies involved in the planning, research & development, and usage of the high tech buildings.
  - b. the form and content;

- The text of presentations will be distributed to participants at the beginning of the seminar. A proceedings containing recommendations will be published after the event.
- c. format (e.g. hard copies, floppy discs, internet uploading);
- The proceedings will be produced in a limited number of hard copies but will be distributed mainly through the EWG web-site or an alternative site that conforms to published APEC requirements.
- d. number of copies for the publication;
- Interested parties will be advised of the availability of the proceedings and other information from the website.
  - A limited number of hard copies will be produced for APEC records.
- e. accessibility of results for the targeted audience;
- There will be no restrictions on who may access the material. However, texts will be presented in a “read-only” format to reduce the possibility of unauthorized alteration of the material.
- f. a publicity plan for:
- i) briefing the general or specialist media about key components of the project;
    - The main media briefing would be the proceedings produced by the seminar. Pre-event publicity would be primarily done electronically, through professional societies and information dissemination by EGEE&C representatives and speakers.
  - ii) the promotion of sales or other dissemination of the final product; and
    - No sales are envisaged in this project. Participants will be encouraged to disseminate the results of the seminar widely. Copies of the proceedings will be freely available off the web-site.
- g. a budget for publication and dissemination, to form part of the itemized budget.
- The main dissemination budget for the project will be the recording and production of the seminar proceedings. This is included in the budget above.

### **Assessment of Project**

19. With reference to your objectives stated in paragraph 3, provide detailed criteria (quantitative and qualitative) for how you will measure your results in the short and long term to know if your project has been successful. State your current benchmarks for measurement, your target results from the project for each measurement criterion and the range of acceptable results both in numerical and percentage terms, where possible.
- This proposal has been prepared in accordance with APEC Secretariat guidelines and is considered to meet the criteria for APEC projects. The relevant EWG expert group (EGEE&C) will have the opportunity to assess the outcomes of the project.
  - The impact of the project will be measured by:
    - a. The reaction of the seminar participants and recipients of the proceedings. Participants will be required to complete an evaluation form; an average score of four on a 5-point scale will be considered satisfactory.
    - b. The number of APEC member economies that participate in the seminar; eight economies would be considered the minimum, and twelve good.
    - c. The degree to which participating member economies benefit from the seminar; this will be judged by their event evaluation and by subsequent developments (including project

proposals) reported to future meetings of EGEEC. Particular attention will be given to the number and scale of collaborations that eventuate.

## Gender Criteria for Formulation and Evaluation of Projects

### Objectives

1. Show how the objectives of the project provide benefits for women, where appropriate. APEC Ministers have indicated (*Framework for the Integration of Women in APEC*) that benefits might include: increased involvement of women; taking account of the differences in women's and men's lives (gender analysis); and collection/use of sex-disaggregated data.
  - The objectives of the project are inherently aimed at whole community level and are thus automatically gender inclusive.

### Linkages

2. Show how the participation of women has been/will be sought. Show how women are involved in the planning, management, allocation of resources, and implementation of the project.
  - In the selection of speakers, where other attributes and qualifications are equal, priority will be given to female applicants. General participation is not gender restrictive.

### Methodology

3. Provide a brief description of the way women will be able to participate equitably in the development and implementation of the project.
  - The organizations involved in the project all have equal opportunity employment policies.
4. Provide a brief description to show that the project will collect and use sex-disaggregated data (if available) to measure the project's effects on women.
  - Energy efficiency initiatives are inherently gender neutral, and therefore sex-disaggregated data will not be available.

### Dissemination of project output

5. Does the plan for the publication and dissemination of the project's results include communication methods that are appropriate for women?
  - Questions that may be relevant include: Are women one of the target audiences? Does the plan take account of women with low literacy and women with low access to electronic media? Will the results be disseminated to women's organizations?
    - Women will be encouraged to become seminar participants; however, the seminar speakers are unsuitable for unqualified people. The seminar proceedings will be distributed to women's organizations upon request.

### Budget

6. Are women involved in making decisions on the allocation of resources?
  - The organizations involved in the project all have equal opportunity employment policies.
7. Where appropriate, provide details of the project's budget that are allocated to activities that address the specific needs of women.
  - Not Applicable

### Assessment of project

8. Provide details of how the project proponent will assess whether he/she has met the gender criteria for APEC projects and how he/she will measure the impact of the project on women.
  - The seminar will have a target of 50% of female participants, with an appropriate tolerance to be applied. As the objectives of the project are inherently aimed at whole community level, they are automatically gender inclusive and no separate measurement of the impact on women will be undertaken.

\* \* \* \* \*

**APEC Operational Account  
Itemized Budget for Financial Year 2003<sup>1</sup>**

<b>Items</b>			<b>APEC Funding (USD)</b>	<b>Self Financing (USD)</b>
<i>Direct Labour</i>	No. of Hours	Rate		
- Speaker's Honorarium				
- Consultant (including Researcher and Rapporteur) Fees	150	50	7,500	
- Consultant's Secretary Cost	100	25	2,500	
<i>Travel</i>				
- Per Diem (including accommodation and "additional payment")	12 persons for 4 days	160	7,680	
	12	80 on average	960	
- Airfare	10	1,500 on average	15,000	
	No. of Copies	Unit cost		
<i>Publication of report (including distribution)</i>	80 hard copies	25	2,000	
<i>Photocopying</i>	120 copies	15	1,800	
<i>Communications (Phone/ Fax/ Mail/ Courier) &amp; Contingencies</i>			1,000	
<i>Total</i>			38,440	

<sup>1</sup> If project straddles more than one year, please indicate only the amount of funds required for the financial year in question.