

Facesheet(Tick ✓ one) **Project seeking APEC funding** **Progress Report** **Evaluation Report**(Tick ✓ one) () **Operational Account** () **TILF Special Account** (X) **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"/>
Name of Committee/Working Group: Energy Working Group Expert Group on New and Renewable Energy Technologies			
Title of Project: APEC 21 st Century Renewable Energy Development Initiative (Collaborative I): APEC Clean Energy/Village Power Private Sector Forum			
Proposing APEC Member: USA			
Co-sponsoring APEC Member(s): Australia, Canada, PRC, Hong Kong- China, Japan, Korea, Malaysia, New Zealand, Chinese Taipei			
Project Overseer: Name, Title and Organization		(M/F)	
Mr. Andre van Rest APEC Program Manager US Department of Energy			
Postal address: 1000 Independence Avenue, SW Washington, DC 20585 USA		Tel: +1 (202) 586-9793 Fax: +1 (202) 586 1605 Email: andre.vanrest@hq.doe.gov	
Financial Information	Total cost of proposal (US\$): \$75,000	Amount being sought from APEC Central Fund (US\$): 0	
Type of Project: (X) 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: 6/1/2002		Project end date: 6/1/2003	
Project Purpose: This self-funded project is being proposed as part of the APEC 21 st Century Renewable Energy Development Initiative under Collaborative 1: Stakeholders Dialogue, Outreach Forums, and Symposiums. The Forum is designed to engage private business and industry associations in the future work of the Initiative and, through increased cooperation and interaction with APEC officials and government representatives, identify barriers and opportunities to accelerate the use of clean energy/village power systems throughout the Asia Pacific region.			
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:			

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

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.

APEC 21st Century Renewable Energy Development Initiative (Collaborative I): APEC Clean Energy/Village Power Private Sector Forum

02. Name of the working group or committee taking responsibility for the project and the dissemination of its results.

Energy Working Group/Expert Group on New and Renewable Energy Technologies

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)

In the short term, high participation in the Forum by APEC representatives and the private sector will indicate a successful meeting. In the longer term, the establishment of working relationships which lead to the development of clean energy/village power projects will demonstrate the ultimate value of the forum.

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.

The forum is consistent with the themes set forth in the Manila Framework (8th Ministerial Meeting, November 22-23, 1996). Specifically, this forum addresses the following three themes of the framework:

Strengthen Economic Infrastructure to eliminate bottlenecks to rural economic growth, especially in such areas as telecommunications and energy in order to further integrate members into the regional economy, and the region into the global economy;
 Harness Technologies for the Future to ensure that APEC joint activities promote the flow and expand the capacities of its members to absorb existing industrial science and technology as well as develop new technologies for the future, thus promoting a free flow of information and technology;
 Safeguard the Quality of Life Through Environmentally Sound Growth by promoting sound policies and practices, taking into account concerns about sustainable development.

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.

This project will benefit the private sector, NGOs, and governments of APEC member economies who are considering, or actively involved, in implementing village power systems to increase local economic development and address local energy related environmental problems

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. (*)

Participants in the project will include NGOs, the private sector, and government officials. All APEC member economies will be invited to participate in the forum.

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. (*)

The forum’s activities will be tailored to fit the problems and issues associated with the development of clean energy/village power systems in the APEC region.

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

The workshop is important subject matter for the Expert Group on New and Renewable Energy Technologies. It also directly relates to the activities of the Expert Group Energy Efficiency and Conservation.

10. Describe the deliverables of the project and demonstrate how they will meet the needs of the targeted beneficiaries.

The proceedings of the workshop will be disseminated to APEC member economies through the Expert Group on New and Renewable Energy Technologies and the Expert Group on Energy Efficiency and Conservation.

Methodology

11. A concise description of the project's methodology by components, with its associated outputs clearly specified.

The Expert Group on New and Renewable Energy Technologies will sponsor a forum which is designed to identify barriers and opportunities to accelerate the use of clean energy/village power systems throughout the Asia Pacific region.

12. A timeline for circulation and submission of this project proposal with drafts circulated well in advance to fora to allow careful consideration.

(1) February 2002: Submission of project proposal to the Expert Group on New and Renewable Energy Technologies

(2) March 2002: Submission of project proposal to the Energy Working Group

(3) May 2002: Concurrence by EWG 23.

13. A timetable for the accomplishment of each component in (11).

This project is scheduled to be completed by July 2003. The dates for completion of the activities are:

a.6/2002: Identify speakers for the forum.

b.6/2002 – 12/2002: Invite forum participants and develop forum background material.

c.4/2003: Hold forum meeting.

d.7/2003 –Prepare and distribute forum proceedings.

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 US will lead this project and all APEC economies can participate.

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.

An itemized budget for this project is included. This is a self-funded project.

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.

Not applicable

17. Details of any request for waiver or exception from the normal APEC financial rules with justifications.

Not applicable

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;
- b. the form and content;
- c. format (e.g. hard copies, floppy discs, internet uploading);
- d. number of copies for the publication;
- e. accessibility of results for the targeted audience;
- f. a publicity plan for:
 - i) briefing the general or specialist media about key components of the project;
 - ii) the promotion of sales or other dissemination of the final product; and
 - iii) budget for publication and dissemination, to form part of the itemized budget

The final product will be a written document that will include all presentation and background material developed for the forum. The format will be an electronic document which distributed to each of the APEC member economies and made available electronically on the APEC website, with links to it from other energy-related organizations (e.g., U.S. Department of Energy, United Nations Development Programme, World Bank, and others).

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.

In the short term, the success of this forum can be measured by the number of attendees and the intensity of their participation in its activities. In the longer term, the success of the forum can be measured by the number of APEC national governments spurred by forum participation to investigate the use of clean energy/village power systems.

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.

Women will directly benefit from this study, since the development of clean village power systems will increase the overall quality of life and spear economic development in APEC member economies.

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.

It is anticipated that several women will be nominated to attend by Member Economies and women are expected to make up a significant percentage of the audience.

Methodology

3. Provide a brief description of the way women will be able to participate equitably in the development and implementation of the project.

Women's participation will actively be sought in the course of the development and implementation of the forum.

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.

The number of women attendees at the forum will be recorded.

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?

Although women are not a specific target audience of this project, it will be possible for women's organizations with Internet access from around the world to have access to the forum proceedings.

Budget

6. Are women involved in making decisions on the allocation of resources?

Not applicable

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.

Evaluation of the project with regard to its impact on women, will be done at the conclusion of the study.

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APEC Operational Account
Itemized Budget for Financial Year _____ 2003¹

Items			APEC Funding (USD)	Self Financing (USD)
<i>Direct Labour</i>	No. of Hours	Rate		
- Speaker's Honorarium				
- Consultant (including Researcher) Fees	160	\$100/hour		16000
- Consultant's Secretary Cost				
<i>Travel</i>				
- Per Diem (including accommodation and "additional payment")	15	\$200/day x 3 days		9000
- Airfare	15	3000/ticket		45000
	No. of Copies	Unit cost		
<i>Publication of report (including distribution)</i>				5000
<i>Photocopying</i>				
<i>Communications (Phone/ Fax/ Mail/ Courier)</i>				
<i>Total</i>				75,000

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