

APEC Expert Group on  
New and Renewable Energy Technologies



Asia-Pacific  
Economic Cooperation

**EGNRET**

# Project Submission Process and Updates

**EGNRET Secretariat**

**EGNRET 61 Meeting**  
**(Virtual Meeting)**  
**Hosted by Chinese Taipei**  
**January 17, 2025**

# APEC Project Administration System (APAS)



- **APEC Project Administration System (APAS)** is an online system that automates the APEC project funding application process, which includes:
  - Concept Note assessment and scoring
  - Project Proposal draft
  - Project Proposal quality assessment
  - Letter of Acceptance

- Accessing APAS website: <https://apas.apec.org>
- Accessing [APAS User Guide](#)

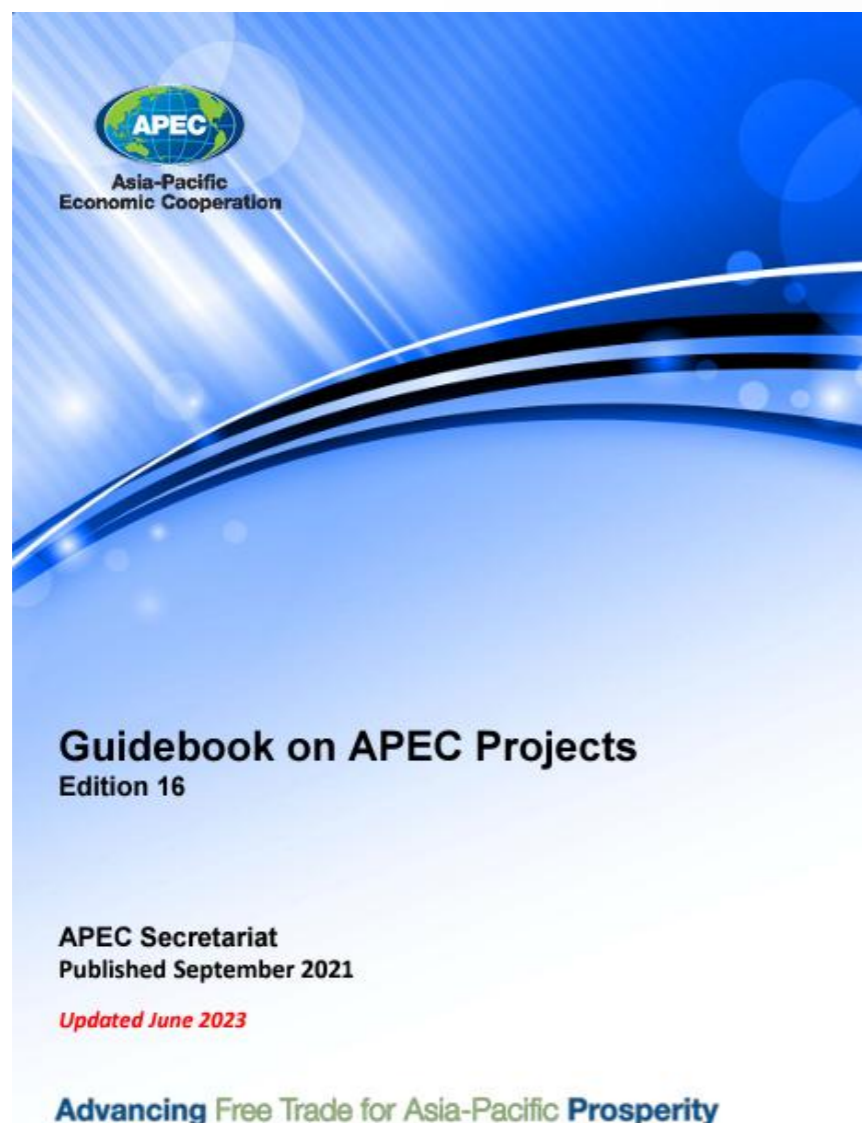
APAS  
Dashboard

The screenshot displays the APAS dashboard interface. At the top, there is a navigation bar with the title 'APEC | Project Administration System', a home icon, and a user profile icon labeled 'APASPO4'. Below the navigation bar, the main content area is divided into several sections:

- My Inbox:** A table with columns for 'Workflow Type', 'Title', 'Received on', and 'Received on'. It lists three items:
  - Project Proposal: Under Quality Assessment: (EWG\_102\_2023A) SET 04 - CN 04 PP QA APAS DEMO (Received on: 2023-05-20 17:56:23)
  - Project Proposal: Draft: (EWG\_101\_2023A) SET 04 - CN 03 PP APAS DEMO (Received on: 2023-05-15 17:22:58)
  - Create Concept Note: Draft: SET 04 - CN 01 APAS DEMO (Received on: 2023-05-15 15:56:12)
- Concept Notes:** A list of options including 'Create Concept Note', 'My Concept Notes', 'Pending Approval', 'Approved In-Principle', 'Not Approved', and 'Withdrawn'.
- Useful Links:** A list of links including 'Email to APAS Admin', 'APAS User Guide', 'Videos on Key Tasks', 'Guidebook on APEC Projects', 'Project Overseer's Toolkit', and 'Standard Guidelines to Drafting Proposals'.
- Project Proposal:** A list of options including 'Draft a New Project Proposal \*\*\*', 'My Project Proposals', 'Under Review and Endorsement', 'Under Quality Assessment', 'Approved', 'Not Approved', and 'Withdrawn'.

# Guidebook on APEC Projects (Edition 16)

- [Guidebook on APEC Projects](#) is a practical handbook for managing APEC projects. It is primarily aimed at those who are applying for APEC project funding and implementing APEC projects, but it also provides important information for other stakeholders involved in the project process.



- CH 1: Introduction
- CH 2: Roles and Responsibilities
- CH 3: Funding and Accounts
- CH 4. APEC Project Cycle
- CH 5: Applying for Funding
- CH 6. Project Implementation and Monitoring
- CH 7. Project Completion
- CH 8: APEC Project Expenses
- CH 9. General Disbursement Procedures
- CH 10. Changing a Project
- CH 11: Contracting
- Appendix Forms

- Latest updates are on the [Project Overseer Toolkit](#) website



# Project Submission Process

## Stage 1

### Concept Note (CN)

1. Drafted by Project Overseer (PO)
2. Endorsed by forum and completed by PO (on APAS)
3. Eligibility assessment and scoring by economies within RAF (on APAS)
4. (if successful) In-principal approval by BMC

## Stage 2

### Project Proposal (PP)

1. Drafted by PO (on APAS)
2. Endorsed by forum and submitted by PO (on APAS)
3. Quality assessment by PMU until 'Satisfactory' (on APAS)
4. Final approval by BMC
5. PO completes Letter of Acceptance (on APAS)

## Stage 3

### Project Implementation and Monitoring

## Stage 4

### Project Completion

# EELCER Sub-Fund



## Eligibility Criteria for Accessing Energy Efficiency, Low Carbon and Energy Resiliency Measures (EELCER) Sub-Fund:

- Have at least 4 co-sponsoring economies from the project's originating forum, as confirmed by the APEC Secretariat; and
- Focus on activities which will contribute to achieving APEC's aggregate energy intensity reduction goal of 45% by 2035; and/or
- Focus on activities which contribute to achieving the goal of doubling the share of renewables by 2030; and/or
- Focus on activities which will contribute to enhance energy resiliency; and/or
- Focus on activities which will contribute to enhancing energy access.
- Demonstrate that the proposed project will meet capacity building needs for APEC developing economies; and
- In case of Category 2 projects, have a total APEC-funded budget of USD 100,000 or less.

# Project Development

## Setting start and completion dates

Project duration: **15 ~ 20** months

### Project Session 1

March 18

July –  
September

August –  
October

December 2025

CN  
submission

Project  
approval

Expected  
start date

Implementation

Default project  
completion date

June 17

October –  
December

November –  
January

June 2026

### Project Session 2

# Reminders for Concept Note

## Template

Make sure  
download the  
latest template for  
application on  
[Project Overseer  
Toolkit webpage](#)

## Co-sponsors

Secure at least  
two co-sponsoring  
economies

## Non-technical

Write for the  
general  
audience,  
not the  
experts

## 4-page Max

CNs (including  
title page) that  
exceed four  
A4 pages will  
not be  
considered

Please make sure to use the [latest CN template](#). The old format is no longer in use and will not be accepted.

*Note: CNs applying for the Energy Efficiency and Low Carbon Measures (EELCER) Sub-fund must have no fewer than four (4) co-sponsors.*



# Reminders for Project Submission

## Non-member participation

Non-member participation (NMP) list should be submitted to the Secretariat before the events.



## Completion Report

POs who fail to submit project completion report may affect all members' eligibility to submit CNs.

## Nomenclature

Project Overseers (POs) should review their draft publications for compliance with APEC Publication Guidelines ([here](#)).





# Project Updates (As of Dec. 2024)

<b>Status</b>	<b>Projects</b>
<b>Concept Note</b>	<b>0</b>
<b>Project Proposal</b>	<b>0</b>
<b>Project in Implementation</b>	<b>14</b>
<b>Completion since EGNRET 60 (April 24-25, 2024)</b>	<b>2</b>

# Project Updates (as of December 2024)



## Projects In Implementation (1) :

Economy	Project No.	Project Title
<b>Chile</b>	EWG_106_2024A	Floating Offshore Wind Farms development in APEC economies for both electricity and green hydrogen production
	EWG_206_2023A	Conversion of coal-fired power plants using Energy Storage System: experiences, challenges, and opportunities
<b>Hong Kong, China</b>	EWG 01 2023A	Promoting Digital Solar Resource Maps and Management Technologies in Advancing Renewables Growth in APEC
<b>Japan (Self-Funded)</b>	EWG 03 2023S	21 <sup>st</sup> APEC Workshop on Energy Statistics: New Energy Technologies Data and Statistics
	EWG 02 2023S	APEC Peer Review on Low-Carbon Energy Policies (PRLCE) Phase 5
<b>Korea</b>	EWG_201_2023A	Promoting APEC cooperation for Seaweed-Based Sustainable Bioenergy Production
<b>Malaysia</b>	EWG_201_2024	APEC Symposium on Energy Transition: Batteries, Fuel Cells, and Electric Vehicles

# Project Updates (as of December 2024)



## Projects In Implementation (2):

Economy	Project No.	Project Title
Thailand	EWG_208_2024	Promotion and Development of Biogas Technology and Biogas Inventory in the Livestock Farm among APEC Economies
	EWG_207_2024	Enhancing Climate Change Adaptability and Resilience of Energy Infrastructure toward Carbon Neutrality Using Renewable Energy Scheme
Chinese Taipei	EWG_103_2024A	Benchmark of Facilitated Actions to Fulfill the Energy Efficiency Benefit of AMI in the APEC Region
Viet Nam	EWG_102_2024A	APEC Workshop on Promoting Energy Efficiency in the Manufacturing Sector
	EWG_203_2023A	APEC Workshop on Promoting Biomass Energy for Rural and Remote Area Development
	ATC 02 2023A	Promoting APEC Cooperation for Sustainable Biomass Energy from Agriculture Wastes
	EWG_204_2024	APEC Workshop on Promoting Sustainable Energy Development in Garment and Textile Industry



# Project Updates (as December 2024)

## Completed projects since EGNRET 60 (2) :

Economy	Project No.	Project Title
<b>Chinese Taipei</b>	EWG 13 2021A	The Legislation Recommendation and Promotion of Multifunctional Ocean Space Usage: Combine Floating PV Installations at Offshore Wind Farms
<b>Viet Nam</b>	EWG 02 2023A	APEC Workshop on Promoting Technology to Contribute to Sustainable Energy Transition



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**EGNRET**

**Thank  
You  
For Your  
Attention!**

**EGNRET website**

<http://www.egnret.ewg.apec.org/>

