

**GENERAL INFORMATION CIRCULAR**

International Workshop on Best Practice Guidance of Effective Coalbed Methane Recovery Technologies for APEC Developing Economies

30–31 May

2018

Beijing, China

**Organizer:** China Coal Information Institute (CCII)

**Event held under APEC Project:** ‘Best Practice Guidance of Effective Coalbed Methane Recovery Technologies for APEC Developing Economies’ (EWG 17 2016A)

**Sponsoring Economy / Project Overseer:** China/China Coal Information Institute

**Funded** by the APEC Support Fund Energy Efficiency and Low Carbon Measures

**Co-sponsoring APEC Economies:** United States, Japan

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**1. OBJECTIVES**

**Project Objectives**

The project will:

1. summarize the successful experience and mature technologies of Coal Bed Methane (CBM) development in United States, China, Australia and Canada;
2. accelerate in-depth and broad exchange of experiences and information on CBM recovery technologies among APEC economies;
3. establish best practice guidance of CBM recovery technologies for APEC economies;
4. work out policies and suggestions for relevant government departments on the difficulties during the development and promotion of the CBM recovery.

**Workshop Objectives**

The **workshop** is a 1.5-day event which will works as a platform for CBM technology sharing, expert networking and business cooperation within the APEC region. It will disseminate the results and share the experiences of the Project to promote the common understanding and raise the awareness of coalbed methane recovery technologies, and to provide valuable guidance of recovery technology selection for APEC developing economies when they make CBM development planning.

The workshop will include one day meeting and half day technical on-site visit. A specific discussion section will be designed in the first day meeting to give active participants more opportunities communicate with experts. On the second day morning (8:00-12:00) the active participants and speakers funded by APEC will be invited to visit the key coalbed methane laboratory located in Beijing, to see the simulation equipments of well drilling and fracturing experimental devices for selection of the best CBM development program. The technical on-site visit will help to accelerate in-depth and broad exchange of research experiences, technologies and information on CBM recovery technologies among APEC economies.

**2. EVENT DATE**

May 30-31, 2018

**3. VENUE**

Landmark Hotel Beijing, China

Detailed Address: No. 8, North Dongsanhuan Road, Chaoyang District, Beijing, China

Tel:(86-10)6590668

<http://www.beijinglandmark.com/en/index.html>

**4. PARTICIPANTS AND SPEAKERS**

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

Nominations for this event are being sought from EWG and EGCFE representatives.

Up to **one** active expert participant from each APEC travel-eligible economy could 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.

Additional participants from these economies and 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 EWG/EGCFE members for the Project Overseer’s consideration.

Nominations of expert 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** in due course. In case of any questions please direct them to the Project Overseer (contact details below).

**6. METHODOLOGY**

(6.1) Organization of Program

Target audiences of this project are:

APEC Member Economies’ organizations such CBM companies, government agencies, suppliers of technology and equipment for CBM development, research institutes and international organizations. As appropriate, economies may wish to consider the nomination of representatives from CBM project implementers and research institutes of CBM industry. 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 English.

**7. INSTITUTION**

The Workshop will be organized by China Coal Information Institute (CCII)

Dr. Liu Wenge

Project Overseer

China Coal Information Institute (CCII)

Email: liuwenge@coalinfo.net.cn

For all substantive and logistics matters including APEC-funded participants, please directly contact the program overseer (Project Manager), Dr. Liu Wenge.

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

Primary contact:

Ms Norila Mohd Ali Program Director

Program Executive Energy Working Group

APEC Secretariat APEC Secretariat

Email: [nma@apec.org](mailto:nma@apec.org) Email: [PD.EWG@apec.org](mailto:ph15@apec.org)

**8. APPLICATION PROCEDURES**

Focal points of respective Governments of the APEC member economies in the Energy Working Group (EWG) will nominate their proposed speakers / expert participants to attend the Workshop through the following procedures:

1. APEC EWG focal points need to send copies of the Nomination Form (ANNEXII) 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 and expert participants will be **2 April 2018**

Speakers approved by the Project Overseer (and EWG members as necessary) should submit their presentations to the **project manager via email** by **on or before 4 May 2018 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, and approved by EWG members as necessary 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, per-diem (including accommodation fees) and a small honorarium payment, if eligible.

Active participants from travel-eligible APEC member economies: Up to one participant 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 US$230 per person per day to cover the participant’s accommodation and daily expenses during their stay in Beijing for a maximum of 3.75 days (per diem for 3 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 27 April; 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) After confirmation of acceptance, all participants and speakers are required to arrive in Beijing, China, **before May 30, 2018**;

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

(3) 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 economy delegation), for instance from the private or academic sectors, may be subject to EWG approval as per the aforementioned Guidelines.

(4) 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;

(5) 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.

**ANNEX I**

**AGENDA (DRAFT)**

**Not Available at this time but will be distributed later**

**(contact the Project Overseer in case of questions)**

**ANNEX II**

**NOMINATION FORM**

**International Workshop on Best Practice Guidance of Effective Coalbed Methane Recovery Technologies for APEC Developing Economies**

**(EWG 17 2016A)**

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

**Dr. Liu Wenge**

Project Overseer, China Coal Information Institute

Email: [liuwenge@coalinfo.net.cn](mailto:liuwenge@coalinfo.net.cn), Tel: +86 10 84657838

**Mr. Han Jiaye**

Assurant of PO, China Coal Information Institute

Email: hanjy@coalinfo.net.cn, Tel: +86 10 84657941

**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: EWG / EGCFE

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:**

**2 April, 2018** for both speaker and participant nominations

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