ASIA PACIFIC ENERGY REGULATORY (APER) FORUM

EXTRAORDINARY MEETING

FRIDAY, 14 AUGUST 2020

LOGISTICAL NOTE

HOSTED BY

ENERGY MARKET AUTHORITY, SINGAPORE

Updated as of 30 July 2020

TABLE OF CONTENTS

CONTENT   **PAGE**

1.   Introduction

The Energy Market Authority (EMA) of Singapore is pleased to welcome you to the **Extraordinary Meeting of the Asia Pacific Energy Regulatory (APER) Forum**, which will be held virtually on Friday, 14 August 2020. The Extraordinary Meeting will provide a platform for APER Forum members to share about the regulatory challenges and economic impact of the COVID-19 pandemic in their respective countries, learn from each other's best practices and responses, and exchange views on how we can prepare our energy systems for future disruptions.

2.   Date and Time of the Meeting

The Extraordinary Meeting will be held on Friday, 14 August 2020, from 08:30 – 10:30 Singapore time (UTC +8 hours).

Countries	Time Zone
India	06:00 – 08:00 (UTC +5.5 hours)
Thailand	07:30 – 09:30 (UTC +7 hours)
People's Republic of China, Philippines, Singapore	08:30 – 10:30 (UTC +8 hours)
Japan, Korea	09:30 – 11:30 (UTC +9 hours)
Australia, Papua New Guinea	10:30 – 12:30 (UTC +10 hours)
New Zealand	12:30 – 14:30 (UTC +12 hours)
Samoa, Tonga	13:30 – 15:30 (UTC +13 hours)
United States of America	20:30 – 22:30 (UTC -4 hours)

3.   Registration

All delegates should register via the online registration form before Monday, 3 August 2020. For queries on registration matters, please contact Mr Gerald Teow at Gerald_TEOW_From.tp@ema.gov.sg.

4.   Meeting Agenda on Friday, 14 August 2020

Singapore Time (UTC +8 hours)	Event
07:45 – 08:30	*System Testing*
08:30 – 08:40	Welcome & Opening Remarks by Energy Market Authority (EMA), Singapore
08:40 – 08:50	Presentation by International Energy Agency (IEA) on Impact of COVID-19 on Energy Systems
08:50 – 09:35	Session 1: Regulatory Challenges and Economic Impact of COVID-19
09:35 – 10:20	Session 2: Preparing for Future Disruptions
10:20 – 10:30	Closing Remarks by EMA, Singapore

5.   Interventions

We would like to invite APER members to make an intervention in <u>one</u> of the two sessions, either **Session 1: Regulatory Challenges and Economic Impact of COVID-19**, or **Session 2: Preparing for Future Disruptions**. To ensure that all interested members have the opportunity to intervene during the Extraordinary Meeting, we kindly request that members keep their interventions to <u>no more than 5 minutes</u>.

To indicate your preference for one of the two sessions, please email Ms Agnes Koh (Agnes_KOH@ema.gov.sg) and Mr Brian Tham (Brian_THAM@ema.gov.sg) by Monday, 3 August 2020.

6.   Working Language and Interpretation

The meeting will be conducted in English. No interpretation services will be available.

7.   Meeting Documents

Presentations, if any, must be submitted in PPT format with no more than 5 slides and the aspect ratio should be 16:9. Kindly note that all presentations will be uploaded on the APER Forum website after the event.

For the purpose of the meeting, please share a photograph and a short biography of your Head of Delegation. This will be shared with other participants of the meeting.

These documents should be sent to Ms Agnes Koh (Agnes_KOH@ema.gov.sg) and Mr Brian Tham (Brian_THAM@ema.gov.sg) by Monday, 3 August 2020.

8.   Online Platform

The Extraordinary Meeting will be hosted on Cisco Webex and the log in details will be sent to delegations after registration.

a.   Connecting to Cisco Webex Meetings
- o   You can join the meeting from your computer, mobile device, or video system. It is recommended that the desktop application is used for a smoother connection to the virtual meeting.
- o   Open your email invite and click 'Join'.
- o   If you are asked for a meeting password, you can find it in your email invitation.
- o   You are encouraged to indicate your country name or organisations in your display name, i.e. ***<Abbreviation of country name>, <your name>*** for easy recognition.
- o   Please refer to the table below for the abbreviation of country name:

Country	Abbreviation
Australia	AUS
People's Republic of China	CHN
India	IND
Japan	JPN
Korea	KOR
New Zealand	NZL
Papua New Guinea	PNG
Philippines	PHL
Samoa	WSM
Thailand	THA
Tonga	TON
USA	USA

9. Meeting Procedures

a. Before the Meeting
- o You are encouraged to enter the online meeting link <u>at least 15 minutes</u> before the start of the Extraordinary Meeting to check on the internet connection and audio quality.
- o Due to the limited bandwidth of the virtual meeting platform, only the Heads of Delegation should sign in to the Cisco Webex platform, i.e. there should be only **1 video screen per delegation**. <u>All other delegates shall observe the meeting proceedings via the livestreaming platform (See Section 12).</u>
- o You should check on your microphone, audio and video and ensure a conducive environment (reduce noises, turn off cell phones, etc.).
- o You should mute your microphone and only unmute if you wish to present/speak.
- o Heads of Delegations are requested to place a flag and/or name of country to assist in identification during the Extraordinary Meeting.

b. During the Meeting
- o To request for the floor during the session, please use the chat room and send the request in this format: "[Country name] wishes to intervene".
- o Only unmute the microphone once you are called by the Chairman to speak.
- o All presentation slides will be managed by the meeting host.

10. Video and Photography

This is a closed meeting and there is no media participation.

This event will be video recorded and photos (screenshots) will be taken by the host during the meeting for official purposes. Official content will be published on the APER Forum website after the meeting.

Other than photography, no other video recording of the meeting by members will be allowed.

11. IT Testing

IT tests will be conducted prior to the Extraordinary Meeting. Kindly use the same PC and equipment (camera, microphone) that will be used for the actual meeting.

IT Testing Schedules:

Thursday, 6 August 2020, Singapore Time 14:00 – 15:00 (UTC +8 hours)

Thursday, 6 August 2020, Singapore Time 15:00 – 16:00 (UTC +8 hours)

To indicate your preference for one of the two testing sessions, please email Mr Gerald Teow (Gerald_TEOW_From.tp@ema.gov.sg) by 3 August 2020.

Full Rehearsal with all members:

Wednesday, 12 August 2020, Singapore Time 09:30 – 10:30 (UTC +8 hours)

12. Streaming of Meeting

The Extraordinary Meeting will be livestreamed on a separate platform for the general delegates. This link for livestreaming will be shared with registered delegates at a later date.

13. Contact Points

For further information and queries regarding the Extraordinary Meeting of the APER Forum, please contact the following:

Type of Enquiry	Contact Details
General Enquiry	Ms Agnes KOH Agnes_KOH@ema.gov.sg
Presentation Slides and Content	Ms Agnes KOH Agnes_KOH@ema.gov.sg Mr Brian THAM Brian_THAM@ema.gov.sg
Registration Logistical / Technical Enquiry	Mr Gerald TEOW Gerald_TEOW_From.tp@ema.gov.sg