
Action Plan Guidelines

The purpose of these guidelines is to promote consistency between Action Plans, to the extent practicable. It is recognized that while the specific circumstances relevant to the themes addressed by each Task Force differ, and that each Task Force will need some latitude in determining the content of its Action Plan, there should also be some common elements that apply across the range of Task Forces. Action Plans will be public documents.

1. Introduction

1.1 These guidelines have been prepared by the Policy and Implementation Committee (the ‘Committee’) of the Asia-Pacific Partnership on Clean Development and Climate (the ‘Partnership’), to provide guidance for all Partnership Task Forces in the preparation of their Action Plans.

1.2 These guidelines should be read in conjunction with the Partnership:

- Charter, January 2006.
- Work Plan, January 2006.
- Communiqué, Inaugural Ministerial Meeting, January 2006.
- Task Force Guidelines, April 2006.

2. Action Plan Scope

2.1 The Communiqué of the inaugural Partnership ministerial meeting and the Partnership Work Plan established a framework for the initial eight Task Forces, including the generic scope and nature of Task Force activities and specific objectives for each Task Force. Action Plans should reflect these ministerial decisions.

2.2 Task Force Action Plans are intended to serve as a blueprint for cooperation among the Partners within the thematic or sectoral area identified. For this purpose, each Action Plan should, to the extent practicable, provide a strategic framework for identifying opportunities and implementing priority actions to advance clean development and climate goals. Each Action Plan should seek to address the elements in 2.3 and 2.4 below, recognizing differences both in the specific circumstances of each theme and the national circumstances of each Partner.

2.3 For the purpose of providing strategic context, Action Plans should, to the extent practicable, include a review of the current status of the relevant sector or theme with regard to clean development and climate, including where applicable, information on current data (e.g. energy intensity and emissions data), information on the current state of the technology in terms of cost, performance, market share and barriers, as well as relevant knowledge relating to good practice. This review need not be exhaustive, but reflect readily accessible information and be sufficient to articulate the basis for priority setting within the Partnership over time. More rigorous reviews may be undertaken following approval of the Action Plan.

2.4 Where possible, Action Plans should set out realistic and ambitious goals relating to the thematic area. Goals may take a number of different forms, and can either be aggregated or

distinct to specific projects and activities, as the Task Force considers appropriate. To the extent possible, goals should be results-oriented and measurement systems should be aligned, so that progress toward achieving the goals can be gauged. For this purpose, Task Forces should consider using relevant metrics to measure progress in energy efficiency, air pollution, greenhouse gas emissions, or other relevant criteria (e.g., recycling), either in the context of specific goals or as an aggregate measure of progress within the areas under its scope.

3. Projects and Activities

3.1 Each Task Force is expected to build on the wide range of actions already in place in Partner countries through national programs and other international cooperative arrangements and, where appropriate, seek to leverage existing initiatives to ensure maximum return on resources. Projects and activities advancing technology and improving best practices in each Partner country may also be linked, where useful, with others in the region, allowing the sharing of lessons across the Partnership.

3.2 The Action Plan should identify specific projects and activities that will further Task Force goals, and identify or propose the entities that could undertake these projects and activities. Projects and activities may include technology-based research, pilot projects, demonstration and deployment activities, skills enhancement and exchange, commercial and information exchanges (workshops and dialogues), and measures to disseminate best practices. It is expected that there will be a range of government and industry entities involved in implementing specific projects and activities.

3.3 With a view to advancing the goals of the Partnership on a significant scale, Action Plans should seek to include both discrete projects and activities, and portfolios of investment opportunities to advance specific clean development and climate goals where possible. The goal of the Action Plans should be to facilitate and engender self-perpetuating action.

3.4 We foresee a significant role for private sector and financial entities, as well as Partner governments, in implementation. Action Plans will be most successful where they catalyse actions by the private sector and leverage resources available to the Partnership. In this regard, focus should be given to identifying opportunities to enhance the enabling environment for technology research, development, deployment, dissemination and transfer, including identifying policy opportunities to foster or remove barriers to investment.

3.5 The Action Plans should identify, and promote ways and means to deploy, the best of current commercially viable technologies and practices, as well as the uptake of emerging cleaner and more efficient technologies.

3.6 Action Plans should address both immediate and medium-term specific actions. To the extent possible, early milestones and 'next steps' should be identified for each action.

3.7 Task Forces should focus on those projects and activities that will most efficiently and realistically advance the goals of the Partnership, within available resources.

3.8 Task Forces should identify who is to be responsible for project and activity implementation. This may involve entities associated with individual Partners, or it may involve the Task Force as a whole. Task Forces may form sub-structures such as working groups or project teams to engage in implementation activities. Task Forces should consider and identify resource needs and avenues for implementing projects and activities.

3.9 At their discretion and consistent with guidance issued by the Committee, Task Forces may propose 'flagship' projects and activities as part of their Action Plans. Proposed flagship projects or activities will only be designated as such with the approval of the Committee.

4. Action Plan Documentation

4.1 Task Forces should seek to finalise their Action Plans by mid-2006, and submit them for approval by the Committee. The Committee may ask the Task Force to revise the Action Plan if it so decides.

4.2 The Committee and Partnership Administrative Support Group will arrange for draft Action Plans to be shared among Task Forces, and for any meetings required to coordinate the initial planning work and to avoid unnecessary duplication. Task Force Chairs should communicate with each other to address any boundary issues during development of the Action Plans.

4.3 A sample Action Plan outline is provided at Attachment A. This may be used as a template, or be modified, where appropriate.

4.4 As there is a relatively short time frame for drafting the Action Plans, it is understood that in some cases proposed projects and activities will require further investigation and development. In these cases, the steps for amending the Action Plan should be identified.

4.5 The Committee expects that more detailed planning, project/activity management and risk management documentation will be prepared by the responsible entities to assist in implementation. The initial task, however, is for Task Forces to produce a robust and cohesive set of Action Plan.

4.6 Project and activity plans may evolve and change over time, particularly where the initial stages involve some form of review or research activity where the outcome is unpredictable. For some larger medium-term projects and activities, an initial milestone may be the development of a more detailed plan following reviews or workshops.

Action Plan Outline

The Action Plan Outline should be reasonably brief, and comprise three parts:

1. Sector Review

This is a brief review of the current status, opportunities and key barriers for the sector. The text under each Task Force in the January 2006 Work Plan should be used as the starting point for drafting this section.

2. Objectives

This is a high-level statement of the objectives for the Task Force including ‘ambitious and realistic’ goals. More specific objectives and goals may be included for major initiatives, projects or activities. This section should also identify the priority areas of focus (types of projects and activities) for the Task Force. The objectives (dot points) listed under each Task Force in the January 2006 Work Plan should be used as the starting point for drafting this section.

3. Partnership Actions

This is a summary of the specific projects and activities that have been identified to contribute to the Action Plan goals. As the time frame for conclusion is mid-2006, it is understood that in many cases projects and activities will comprise proposed ideas for follow-up and investigation, recognising resource considerations.

The Action Plan should include a paragraph or two on each action or set of actions and how they will contribute to the objectives of the thematic area. For each project and activity, to the extent practicable, the Action Plan should briefly identify the entities involved, any specific goals, next steps, specific milestones, the individuals responsible for keeping the Partnership informed of progress, and possible resources.

Where appropriate, milestones may be presented in a timetable format, as illustrated below, or other suitable format. Major milestones may be outputs such as technical reports, training programs, or the opening of new facilities.

Action Plan Milestones

	2006	2007	2008	etc
Project/Activity	Major milestones			
Project/Activity	Major milestones	Major milestones		
Project/Activity	Major milestones	Major milestones	Major milestones	etc
etc	etc	etc	etc	etc

Where appropriate, one-page project/activity plan summaries may be included, using the headings in the table below. Where the detail has not yet been determined, the timeframe and process for finalisation should be identified.

Project/Activity Plan

<p>1. Project</p> <ul style="list-style-type: none"> • Short project/activity title (such as ‘Next generation widget technology’, ‘Capacity building in widget sector’). • Short (one paragraph) description of the project/activity (what is this project/activity about, and why are we doing it?).
<p>2. Participation</p> <ul style="list-style-type: none"> • Management (who is the Partner, business or agency leading or managing this project/activity?). • Participation (which Partners, businesses or agencies will be involved?).
<p>3. Objectives</p> <ul style="list-style-type: none"> • Goals or outcomes sought (what will happen or change as a result of this project/activity?). • Performance indicators (what are the ambitious/realistic indicators of success?).
<p>4. Milestones</p> <ul style="list-style-type: none"> • List of key intermediate outputs or deliverables, and their target date. What will this project/activity produce, and when (reports, conferences, openings, training programs, etc; month, quarter or year, as appropriate?).
<p>5. Location</p> <ul style="list-style-type: none"> • List of the project/activity locations, if relevant
<p>6. Resources</p> <ul style="list-style-type: none"> • What are expected or proposed resource needs and avenues, including financial and in-kind?