

**IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON
THE APO PRODUCTIVITY OUTLOOK
(HYBRID MULTICOUNTRY)**

1. Methodology

- a. Submission of research proposals: The APO Secretariat will identify partner research institutions and invite research proposals. Interested research institutions should submit their proposals to the APO Secretariat by the deadline.
- b. Multistakeholder consultative meeting: To finalize the plan for the research, a meeting will be held virtually, tentatively in July–August 2025. The indicative agenda items are:
 - Research overview
 - Proposals for the study by research institutions
 - Discussion on implementation of the study
 - Finalization of the research plan.
- c. Joint study implementation: The research team will collect, process, and analyze data for the report. The final report with findings will be submitted to the APO Secretariat by the end of December 2025, with an interim report by mid-October 2025.
- d. Policy dialogue: The findings of the policy study may be presented to relevant stakeholders in member countries. The one-day session will be held in October 2025.
- e. Dissemination activities of final research output in APO members: To increase the visibility of the final research output, create more public engagement, and impact public policymaking, effective dissemination activities in participating APO members will be carried out either in the face-to-face or online modality, when necessary, as part of project implementation.

2. Tasks of the Selected Research Institution(s)

- a. Assist and work with the APO Secretariat in developing the research framework and analytical approach related to energy efficiency, environmental impact, and productivity.
- b. Finalize the methodology and outline of the policy study report structure with the APO Secretariat.
- c. Collect and analyze relevant data on energy efficiency, productivity, and environmental impact in line with the agreed framework and methodology.
- d. Prepare and submit an interim report and a final report to the APO Secretariat within the agreed time frame.
- e. Assist the APO Secretariat in validating research findings with APO member economies.
- f. Provide support in the dissemination of the research findings to APO members, either in the face-to-face or online mode, upon completion of the report.

3. Qualifications of Research Institution(s)

The APO Secretariat will select an appropriate research institution(s) with the following qualifications:

- a. Extensive, specialized expertise in energy efficiency, sectoral productivity, sustainability policy, and productivity enhancement as demonstrated through publications and international research.
- b. Proven capacity to collect and analyze sectoral data related to energy use and productivity across multiple APO member economies, including conducting cross-country comparisons and contextualizing findings within global best practices.
- c. Experience in providing policy advisory services to governments or international organizations on energy efficiency, green growth, energy strategies, and productivity-related issues.

- d. Excellent English writing skills.
- e. Strong commitment to undertaking and completing the research project within the given time frame.

4. Actions by Participating APO Members

- a. Promote the research project among relevant local institutions/think tanks interested in undertaking the study, as disseminated in the Request for Proposals section on the APO website.
- b. Make the necessary arrangements and assist in undertaking local dissemination activities, in either the face-to-face or online modality, of the final research output within APO members, including inviting local stakeholders as participants in the program.

5. Financial Arrangements

To be met by the APO

- a. Honorarium for the research institution(s) to be paid upon completion and acceptance by the APO of the final report.
- b. Costs relating to the face-to-face or online dissemination activities of the final research output which include but are not limited to the expenses of the expert(s) and APO Secretariat staff, as well as a portion of the local implementation costs such as logistics and meeting room package in APO members.

To be met by research institutions

- a. All implementation costs incurred by research institutions when conducting the study.