



GENERAL INFORMATION

2nd APEC Workshop on Net Zero Energy Building &
Community

EWG 03 / 2013A

22nd -23rd October 2014

China Academy of Building Research. Beijing. China

TABLE OF CONTENTS

- 1) OBJECTIVES
- 2) DATES
- 3) VENUE
- 4) PARTICIPANTS
- 5) AGENDA
- 6) METHODOLOGY
- 7) INSTITUTION
- 8) APPLICATION PROCEDURE
- 9) ALLOWANCE AND EXPENSES
- 10) MISCELLANEOUS

ANNEXES

ANNEX I	TENTATIVE AGENDA
ANNEX II	NOMINATION FORM
ANNEX III	REGISTRATION FORM
ANNEX IV	HOTEL RESERVATION FORM
ANNEX V	HOTEL LOCATION
ANNEX VI	MEETING VENUE FROM THE HOTEL

1. OBJECTIVES

Energy use in buildings worldwide accounts for over 40% of primary energy use and 24% of greenhouse gas emissions (Promoting Energy Efficiency Investments, IEA, Paris. 2008). Simply increasing energy supply will not solve the current energy supply and security situation and associated environmental problems. Given the challenges related to climate change and resource shortages, making residential and non-residential buildings more energy and resource-efficient while maintaining thermal comfort and cost-effectiveness represents an enormous opportunity to save money and reduce pollution

Recently, some APEC economies as USA, Canada and Japan had already set their objective to achieve Nearly (Net) Zero Energy Building and Community (NZEB&C), some APEC economies as China and Korea had upgraded their building codes several times, The experience (1) how will these economies set the goal to achieve NZEB&C; (2) what kind of key technologies were researched and what's the outcome; (3) the roadmap to upgrading building codes and standards towards NZEB&C; (4) related society and alliance ; (5) Monitoring results of the NZEB&C pilot projects should be shared among APEC economies to strengthen the APEC economies' effort to promote NZEB&C.

The goal of this workshop is to enhance mutual understanding of economy's latest NZEB&C progress, exchanging each economy's information, policy systems and valuable experiences.

2. DATES

22nd -23rd October 2014

3. VENUE

Conference Room. 4th Floor. Institute of Building Environment and Energy.
China Academy of Building Research
30#. Beisanhuandonglu. Chaoyang.Beijing. China.100013

4. PARTICIPANTS

All 21 APEC member economies will be welcome and invited to attend as well as to actively participate in the Workshop. Due to limited APEC fund maximum 4 participants from APEC travel eligible economies will be based on first come first serve basis.

Representatives from developed economies are very much encouraged to attend the workshop on self-funded basis.

5. AGENDA

The tentative agenda of the Workshop is attached as ANNEX I.

6. METHODOLOGY

(6.1) Organization of Program

The Workshop will be held from 22nd to 23rd October 2014 in Beijing, China. Presenters at the Workshop will include international, APEC and local policy-makers and academics in NZEB&C.

(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 views and advice on the Workshop's impact and efficiency as well as possible suggestions 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 Academy of Building Research (hereinafter referred to as "CABR").

Project Overseer: Prof. XU WEI

Director

Institute of Building Environment and Energy

China Academy of Building Research

30#. Beisanhuandonglu. Chaoyang. Beijing

For all substantive and logistics matters, please contact:

Mr. ZHANG SHICONG

Institute of Building Environment and Energy
China Academy of Building Research
30#. Beisanhuandonglu. Chaoyang. Beijing
Email: zhangshicong01@126.com
Tel: 86-10-84270105
Fax: 86-10-84283555

APEC-funded invited speakers and participants should directly contact the APEC Secretariat for financial arrangements.

Contact persons are as follows :

Mr. Jonghan PARK

Program Director | APEC Secretariat
Tel +65 6891 9653
Fax +65 6891 9690
35 Heng Mui Keng Terrace Singapore 119616
Email: pjh14@apcc.org

Ms. Norila Mohd Ali

Program Executive | APEC Secretariat
Tel +65 6891 9664
Fax +65 6891 9690
35 Heng Mui Keng Terrace Singapore 119616
Email: nma@apcc.org

8. APPLICATION PROCEDURES

Respective Governments of the APEC member economies will nominate their participants to attend the Workshop through the following procedures:

- (1) A Government applying to attend the Workshop shall send copies of the Nomination Form (ANNEX II), together with the Registration Form for each nominee (ANNEX III) and the curriculum vitae (or biography) and one copy of the passport information page (used for the preparation of Invitation letter) of

each nominee, to CABR and APEC by e-mail by the deadline of 19th September 2014.

Email address: pjh14@apec.org, nma@apec.org, zhangshicong01@126.com

- (2) Speakers should submit the curriculum vitae (or biography) and one copy of the passport information page (used for the preparation of Invitation letter) by e-mail to CABR by 19th September 2014 as the latest. Speakers should submit the presentations no later than 10th October 2014. Email address: zhangshicong01@126.com.

9. ALLOWANCE AND EXPENSES

(9.1) Allowance principles

The APEC Secretariat will provide APEC funding for invited speakers and one participant from each APEC travel-eligible economy on following principles:

Speakers: will be provided with round trip airfares of restricted economy class and in the most direct route, and per-diem (including accommodation fees). Speakers can be eligible for restricted business class air tickets, if their flight time exceeds 12 hours, upon the availability of APEC's budget on funding for speakers' travel costs.

For a maximum 4 active participants (one per travel-eligible APEC member economy): will be based on first come first serve basis will be provided with round-trip airfares of restricted economy class and in the most direct route, and per-diem (including accommodation).

(The 10 APEC member economies are Chile, Indonesia, Malaysia, Mexico, Papua New Guinea, The Philippines, Peru, Russia, Thailand, Viet Nam)

Travel expenses and per-diem (including accommodation) are normally provided on a reimbursement basis. For this Workshop, the APEC Budget and Management Committee (BMC) approved a waiver for advance payments to be granted. This does not mean that the concession of the advance payment is automatic. The advance payment is not provided unless, on individual basis, participants and moderators/speakers request for it. Participants need to request for an advance payment at least 15 days in advance of the Workshop (i.e. not later than the 5th October 2014). The request should be made in consistent with the requirements as mentioned below. If you and/or your 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.

(9.2) Signing of Undertakings

Once the APEC Secretariat receives the final list of participants and speakers from the organizers, each participant and speaker needs to contact the APEC Secretariat in Singapore. An undertaking needs to be signed by each APEC-funded traveller at least 8 working days before their travel commences. The APEC Secretariat will not reimburse travel costs 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 travellers from his or her local travel agent. The complete travel itinerary and quotation should be forwarded to the APEC Secretariat for approval before the traveller firms up their travel arrangements. The APEC Secretariat assesses received quotations through Internet searches of travel web-sites including, where possible, those in the traveller's home economy.

(9.3) Per-diem

The per diem amounts around US\$252 per person per day (Which depends on the number of speakers) 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).

(9.4) Reimbursement

Airfare, per diem allowance, additional payment, or honorarium, if applicable are normally provided on reimbursement basis which will be made within 23 working days after the Secretariat's receipt of the claim and necessary documents from the APEC-funded travellers after the workshop. If approved participants requires an advanced payment, they must make request to the APEC Secretariat on an individual basis and at least 15 working days prior to the departure for the workshop.

(9.5) Accommodation

See ANNEX IV.

10. MISCELLANEOUS

- (1) After confirmation of acceptance, participants and speakers financed by APEC are required to arrive in Beijing, China before 22nd October 2014;
- (2) Participants and speakers financed by APEC should assume responsibility for other expenses incurred during travel between their economies and China;
- (3) Participants and speakers financed by APEC shall make their own arrangements for any other financial matters of a personal nature;
- (4) Upon arrival at Beijing International Airport, participants can take the Airport Taxi or Bus to arrive at their hotel. The taxi fare around US\$20 for a one-way journey from the airport to the city and vice versa. The hire of a taxi is highly recommended;
- (5) Speakers and participants are required to strictly observe the Workshop schedule;
- (6) Any application to change or alter the Workshop subject or to extend the Workshop period will not be accepted;
- (7) An entry VISA to China is required for some speakers and participants. These persons should contact the China Embassy or Consular Representative in their respective economies prior to their departure. Those who are from economies without a Chinese Embassy or Consulate should contact CABR at least 3 weeks prior to their trips for the arrangement for their visas. Below is information on visa requirement for APEC members.

In line with bilateral arrangements, the visa requirement has been waived for delegates who possess diplomatic, official (service) or regular passport from Brunei and Singapore. The visa requirement has been waived for delegates who possess diplomatic, official (service) passport from Chile, Indonesia, Malaysia, Mexico, Peru, Philippines, Thailand, and Vietnam. The visa requirement has been waived for delegates who possess diplomatic passport from Russia (See following table).

No	Economy	Diplomatic Passport	Service Passport	Regular Passport
		Visa Requirement	Visa Requirements	Visa Requirement

		Yes	No	Yes	No	Yes	No
1.	Australia	√		√		√	
2.	Brunei Darussalam		√		√		√
3.	Canada	√		√		√	
4.	Chile		√		√	√	
5.	Republic of Indonesia		√		√	√	
6.	Japan	√		√		√	
7.	Korea	√		√		√	
8.	Malaysia		√		√	√	
9.	Mexico		√		√	√	
10.	New Zealand	√		√		√	
11.	Papua New Guinea	√		√		√	
12.	Peru		√		√	√	
13.	Philippines		√		√	√	
14.	The Russian Federation		√	√		√	
15.	Singapore		√		√		√
16.	Thailand		√		√	√	
17.	United States of America	√		√		√	
18.	Viet Nam		√		√	√	

Bearers of valid APEC Business Travel Card (ABTC) are waived visa requirement for short stay in China. However, this arrangement does not apply to residents in the mainland China, Chinese Taipei and Hong Kong, China who bear ABTC when traveling between these places.

Bearers of diplomatic, service and regular passport are recommended to apply their required visas to the Embassies and Consulates of the People's Republic of China accredited to the respected member economies.

All foreign citizens arriving to the People's Republic of China need to undergo a customs control. Customs declaration is required to be filled in by participants who bring in cash in excess of USD 5,000.00 or RMB 20,000.00 or articles that are subject to customs clearance. For more information on customs please refer to http://en.bcia.com.cn/guide/international_arrival_t3.shtml.

ANNEX I

AGENDA

APEC Workshop on Net Zero Energy Building & Community

Date: 22nd-23rd October 2014

Venue: Conference Room. 4th Floor.

Institute of Building Environment and Energy. CABR

China Academy of Building Research. Beijing. China

Date / Time	Session	Speaker
Day 1 October 22nd		
0800-0900	Workshop Registration	
0900-0930	Welcome	China Academy of Building Research
		National Energy Administration
		Ministry of Housing and Urban-Rural Development
0930-0945	Group Photo and Tea Break	
SECTION I POLICY & OVERVIEW		
0930-1230	APEC-Nearly (Net) Zero Energy Building Progress	Prof. XU WEI. Director of Institute of Building Environment and Energy. China Academy of Building Research
	Korea's policy for an early revitalization of the Zero Energy Building	Mr. Min Hanbit Government Officer of Ministry of Land, Infrastructure and Transport Korea
	Tea Break	
	Roadmap to Zero Emissions: 2030 Districts-Urbanism-Products	Prof.Edward Mazria Architecture 2030 USA
	Methodology for Implementing of Nearly Zero Energy Building in Japan	Dr.Hideharu Niwa. Nikkenn Sekkei Research Institute
	IEA-SHC-Task 40 and Canada	Prof. Andreas Athienitis

	Work on NZEB	NSERC Smart Net-zero Energy Buildings Strategic Research Network & Director, Concordia Centre for Zero Energy Building Studies Canada
1230-1330	Lunch	
	SECTION II DEFINITION AND KEY TECHNOLOGIES	
1330-1700	Index System of Nearly Zero Energy Building in China	Prof ZOU Yu Deputy Director of Institute of Building Environment and Energy. China Academy of Building Research
	Key technologies and new integration concepts for communities	Prof. Andreas Athienitis NSERC Smart Net-zero Energy Buildings Strategic Research Network & Director, Concordia Centre for Zero Energy Building Studies Canada
	Tea Break	
	Ground Source Heat Pump utilization in NZEB of Korea	Suwon Song Senior Researcher, Ph.D Green Building research division Korea Institute of Civil Engineering and Building technology
	Distributed Energy System of NEZB & C in USA	Dr Wei Feng Lawrence Berkeley National Laboratory USA
	Assignments and key technologies to achieve NZEB of Japan	Prof Gyu young Yoon Nagoya City Univerisity Japan
1700-1730	Discussion and wrap-up	
1730-1800	Free Time	
1800-2000	Dinner	
Day 2 October 23rd		

0830-0900	Workshop Registration	
SECTION III PILOT PROJECTS		
0900-1230	Indoor Environment & Energy Monitoring of Zero Carbon Green Home in Korea	Dongwoo Cho Head, Senior Research Fellow, Ph.D National Green Building Center Korea Institute of Civil Engineering and Building technology
	Bullitt Office Building- The greenest building in the world	President Denis Hayes CEO of Bullitt Foundation (Zhang shicong will make presentation on behalf of President Denis Hayes)
	Tea Break	
	Optimization at the building and community level: a smart community design case study	Dr Scott Bucking S2E Technology
	Nearly Zero Energy Building Pilot Projects in China	Ms CHEN Xi Institute of Building Environment and Energy. China Academy of Building Research
1230-1400	Lunch	
1400-1800	APEC-Nearly (Net) Zero Energy Building Report Review workshop	

ANNEX II

NOMINATION FORM (NAME LIST)

APEC-funded participants should directly contact the APEC Secretariat for financial arrangements.

Contact persons are as follows :

Mr. Jonghan PARK

Program Director | APEC Secretariat

Tel +65 6891 9653

Fax +65 6891 9690

35 Heng Mui Keng Terrace Singapore 119616

Email: pjh14@apec.org

Ms. Norila Mohd Ali

Program Executive | APEC Secretariat

Tel +65 6891 9664

Fax +65 6891 9690

35 Heng Mui Keng Terrace Singapore 119616

Email: nma@apec.org

I certify that I have examined the application form(s) and I am satisfied that information given is authentic and related to the nominee.

I accordingly nominate the persons below on behalf of the Government

of _____

Name _____

Position _____

Organization _____

Phone _____

Fax _____

E-mail _____

Date _____

Signature _____

No. 1 (APEC Funding)

Name _____

Position _____

Organization _____

No.2 (Self-Funding)

Name _____

Position _____

Organization _____

No. 3 (Self-Funding)

Name _____

Position _____

Organization _____

Please fill in this form and send it also back to the Organizing Committee (ZHANG SHICONG, zhangshicong01@126.com) for invitation letter preparation, together with the CV or biographies and one copy of the passport information page of the nominated participants, no later than 19th September, 2014.

ANNEX III WORKSHOP REGISTRATION FORM

To:

Mr. ZHANG SHICONG

Institute of Building Environment and Energy .China Academy of Building Research
30#. Beisanhuandonglu. Chaoyang. Beijing

Email: zhangshicong01@126.com

Tel: 86-10-84270105

Fax: 86-10-84283555

(1) IDENTIFICATION INFORMATION

Title:

Type of Participant:

First Name:

Last Name:

Gender:

Date of Birth:

(2) IMMIGRATION INFORMATION

Passport Type :

Passport No. :

Date of Issue:

Date of Expiration:

Citizenship:

Arrival Date:

Departure Date:

(3) ORGANIZATION INFORMATION

Economy:

Organization:

Position:

Business Address:

Business Phone:

Email:

Fax:

Please fill in this form and send it back no later than September 15th , 2014.

ANNEX IV

Sheraton Beijing Dongcheng HOTEL RESERVATION FORM

Please e-mail the completed booking form back on before 5th October 2014 to zhangshicong01@126.com.

Personal Information

Title Mr Ms Mrs

(Per Passport record) Surname: _____

Given Name: _____

Travel Document Type: _____

Travel Document No: _____

Travel Document Expiry Date (DD/MM/YYYY):

Contact No.: _____

Email Address: _____

Contact Address: _____

City: _____ Economy: _____

Accommodation Period: Check in: 2:00pm Check out: 12:00 noon

Check in Date: _____ Flight No.: _____

Estimated Flight Arrival Time: _____

Check out Date: _____ Flight No.: _____

Estimated Flight Dep. Time: _____

Room Type:

Deluxe Single Bed Room (1 Bed) Deluxe Twin Beds Room (2 Beds)

Room Preference (subject to room availability)

Smoking Room Non-Smoking Room

Other room assignment request: _____

Accommodation Guarantee by Credit Card: (The below information will be passed to hotel directly).

I agree to use the below credit card no. to reserve my accommodation on guarantee basis and understand any booking alterations and/or cancellations will result fee penalty.

Name of Credit Card Holder:

Credit Card Number: _____

Expiry Date: _____

Credit Card Type: Visa Master

Credit Card Signature: _____

Note: Any room incidental and personal miscellaneous charges will be placed on guest's own account and settled upon guest's departure by the above credit card

Terms & Conditions

1. Single room rate is 1230 **RMB (200 USD)** per room per night with one daily breakfast, free internet access and service charge.

Twin room rate is 1380 **RMB (224 USD)** per room per night with two daily breakfasts, free internet access and service charge.

Complimentary usage of fitness center and swimming pool is included.

2. The hotel booking is on request basis and subject to hotel's confirmation. Once hotel booking is confirmed, any alternations and/or cancellations will result full charge on room rate on staying period.

3. Please make sure you have applied China visa (if necessary) for entry.

Website:

http://www.starwoodhotels.com/sheraton/property/overview/index.html?t=2&propertyID=3415&s_tnt=51450:0:0

ANNEX V HOTEL LOCATION

(1) Sheraton Beijing Dongcheng Hotel



1.1 From Beijing International Airport T3 to Hotel

Taxi is strongly recommended, it takes about 120 RMB (20 USD).

From Capital Airport, head to the Airport Expressway. Continue along the Airport Expressway to San Yuan Bridge. Enter the Northwest Third Ring Road and heading west to An Zhen Bridge. Exit the North Third Ring Road and make a U-Turn under the An Zhen Bridge. The Hotel is on the right side. The total distance is about 25km.

1.2 From Sheraton Beijing Dongcheng Hotel to China Academy of Building Research

CABR is on the west side of Sheraton. About 200 meters and 5 minutes by walk. There will be direction sign on the way.

(2) Orange Hotel

2.1 From Beijing International Airport T3 to Hotel

The same as to Sheration. Orange hotel is between CABR and the Global Trade Center. Walk from Hotel to CABR take 1minute.

ANNEX VI MEETING VENUE FROM THE SHERATON HOTEL

CABR is on the east side of Sheraton. About 200 meters and 5 minutes by walk. The venue of APEC-NZEB&C workshop is on the 4th floor of IEBC HQ, Please follow the green line;



Emergency Contact: ZHANG SHICONG, Cellphone: 134-6655-6234