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EC-ASEAN Energy Facility

ASEAN Wind 2005

Feasibility Assessment and Capacity Building
for Wind Energy Development
in Cambodia, Philippines and Vietnam

Project Kick-off Meeting 15 – 16 March, Manila

Agenda Proposal

February 2005

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Version: 050218/RISO/PN (Draft)

RISØ

IED

Mercapto

PNOC

IoE

MIME

Fact Sheet – ASEAN Wind 2005

Full project title

Feasibility Assessment and Capacity Building for Wind Energy Development in Cambodia, The Philippines and Vietnam

Objective

The main objective of the project is to promote wind energy development and facilitate investments on wind energy projects in The Philippines, Vietnam and Cambodia through feasibility assessment and capacity building.

Main project data

Start:	February 2005
End:	December 2006
Total effort:	65 man-month
Contracting Authority:	EC-ASEAN Energy Facility (www.aseanenergy.org/eaef)
Support:	€ 500 000 by European Community

Tasks

- Task 1: Wind Resource Assessments
- Task 2: Power System Analyses
- Task 3: Policy & Market Studies
- Task 4: Technical Feasibility Studies
- Task 5: Economic Feasibility Studies
- Task 6: CDM Studies
- Task 7: Financial Framework
- Task 8: Dissemination

Project partners

RISO	RISØ National Laboratory	Denmark	Niels-Erik Clausen	niels-erik.clausen@rieos.dk
IED	Innovation Energie Développement	France	Anjali Shanker	a.shanker@ied-sa.fr
Mercapto		Denmark	Bernt Frydenberg	bernt@frydenberg.dk
PNOC		Philippines	Edmund M. Pagalilawan	pagalilawan@energy.com.ph
IoE	Institute of Energy	Vietnam	Pham Khanh Toan	toanpk@fpt.vn
MIME	Ministry of Industry, Mines & Energy	Cambodia	Tun Lean	tunlean@forum.org.kh

Project kick-off

The objective of the *Project Kick-off Task* is to establish a common understanding of the projects conditions, methodologies, objectives, expected outputs, needed inputs, activities, implementation plan and distribution of work and responsibilities.

The *projects conditions* include the contractual framework and the project context, including the projects general attention and support, the partners / participants expertises and experiences, and other supporting / supplementing / associated / related ongoing or planned projects and activities.

The *methodologies* include the methods to be applied, the ways to provide the assumed input data, the organisations to be involved and the organisation of the work.

The *objectives* form the guidance for the contents and the format of the results of the task or project and must ensure that the results actual support the overall objective of the project.

The format and the contents must be specified for the expected *outputs*, reflecting the defined and agreed objectives.

The *inputs* include both the inputs and platforms assumed to be provided for the task (but outside the specific task) and the resource input to be provided by the participants as part of the work.

The *implementation plan* includes a time schedule and the interaction to other tasks and to other external activities. The distribution of *work* and *responsibilities* must be clearly specified and agreed on.

The core activity of the Kick-off Task is the initial *Project Kick-off Meeting* between all project partners with consensus discussions of the issues. The EC-ASEAN Energy Facility will also be represented at the Kick-off Meeting.

The outcome of the Project Kick-off Task is expected to be:

- a common understanding between the project partners of the project context.
- a common understanding of the contractual obligations, including interpretation, clarification and further specification.
- a common understanding of the project activities in terms of objectives, expected outputs, expected inputs, implementation plan, responsibilities and work.
- an *Inception Report* for the project, documenting the outcome of the Kick-off Task and acting as the reference document for the project implementation. If necessary and based on consensus, the Inception Report is revised during the project.

Proposed agenda for Kick-off Meeting

A two-day Kick-off Meeting 15 – 16 March 2005, hosted by PNOC-EDC, held at the Executive Lounge of PNOC-EDC at Merritt Road, Taguig, Fort Bonifacio, Manila.

Day 1 Morning: Opening Workshop¹

9:00	Welcome remarks	President / Vice-president	PNOC
	Opening remarks	Per Norgaard	RISO
	The EC-ASEAN Energy Facility	Peter Ude	ACE
	<i>Break</i>		
	Wind energy status and development		
	▪ Philippines	?	DoE
	▪ Vietnam	Nguyen Tien Long	IoE
	▪ Cambodia	Lieng Vuthy	MIME

12:00 *Lunch*

Day 1 Afternoon: Project Framework

	Presentation of partners	?	PNOC
		Nguyen Tien Long	IoE
		Lieng Vuthy	MIME
		Anjali Shanker	IED
		Bernt Frydenberg	Mercapto
		Per Norgaard / Romeo Pacudan	RISO
	Presentation and discussion of the project conditions and framework	Per Norgaard	RISO
	<i>Break</i>		
	Presentation and discussion of:		
	Task 1: Wind resource assessment	Per Norgaard	RISO
	Task 2: Power system analysis	Per Norgaard	RISO
	Task 3: Policy, institutions & market	Romeo Pacudan	RISO
	Task 4: Technical feasibility	Per Norgaard	RISO

Project dinner?

¹ The mornings Opening Workshop is proposed to be open for additional say 10-15 invited persons from PNOC, DoE, Meteorology Institute, the power company or other relevant institutions, having an interest in the project.

Day 2	Morning: Implementation		
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8:00	Task 5: Economic feasibility	Anjali Shanker	IED
	Task 6: CDM	Bernt Frydenberg	Mercapto
	Task 7: Financial framework	Anjali Shanker	IED
	Task 8: Dissemination	Per Norgaard	RISO
	Task 9: Coordination	Per Norgaard	RISO
	<i>Break</i>		
	Presentation and discussion of project implementation in:		
	The Philippines	?	PNOC
	Vietnam	?	IoE
	Cambodia	?	MIME
	Discussion of detailed project plan	Per Norgaard	RISO
12:00	<i>Lunch</i>		
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Day 2	Afternoon: Detailed planning		
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	Parallel planning meetings:		
	RISO - PNOC	IED - Mercapto - IoE - MIME	
	RISO - IoE - MIME	IED - Mercapto - PNOC	
	Summing up and closing	Per Norgaard	RISO
	Practical matters		
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Supplementing project meetings on specific topics not necessarily involving all participants and other project activities may be planned in continuation of the Kick-off meeting.

Site visit

A two-day site visit to one of the potential case study sites is planned 17 – 18 March, in continuation of the Kick-off Meeting, acting as a case for collecting information needed as input data for the analysis to be done within the project, including:

- site data for the wind resource assessment (Task 1);
- preliminary power system data for grid connection (Task 2);
- identification of potential sites (and possible restrictions) for setting up wind turbines (Task 4).

Comments to the agenda

Partners and project conditions

The presentation of the partners should include a presentation of other relevant ongoing or planned activities and other things that may have an impact on the implementation of the present project.

Task presentations

The presentations of the tasks, given by the individual task leaders, should include:

- the objective of the task
- the expected output of the task
- the methodology to be applied
- the input assumed to be provided to the task (outside the task work)
- the work to be carried out within the task
- the distribution of work and responsibility between the partners
- a timetable and implementation plan.

The objectives should form the guidance for the contents and format of the outputs, while the outputs should direct the work to be carried out, and they must be formulated appropriate. The input to the task includes the data assumed to be provided to the project (outside the project) and the outputs from the other tasks needed as input for the specific task. The distribution of work between partners must clearly specify the work expected to be carried out by each partner within (the budget of) the project.

Project implementation

The presentation of the implementation of the project in the three participating countries include:

- presentation of associated activities
- presentation of existing data available for the project
- presentation of candidate study sites.

The presentations should include overviews of ongoing and planned relevant activities, which might link to and support the project activities.

Project implementation plan

The discussion of project implementation plan includes:

- task input / output
- task events
- missions and meetings.

Issues to be clarified

Issues proposed to be discussed and clarified during the Project Kick-off Meeting:

- Expected outputs
- Training needs assessments
- Cases to be studied
- Wind data available and wind measurements
- Supplementing activities
- Possible stakeholders

Expected outputs

The project activities are defined by their objectives and expected outputs. These are discussed and further described and specified at the Kick-off Meeting. The objectives and the expected outputs (or results) are formulated in operational forms that can act as guidelines for the planning, implementation and evaluation of the individual activities.

Training needs assessments

A major objective of the project is to build local capacity in wind power feasibility analysis and wind power project implementation in Cambodia, Vietnam and The Philippines. The basis and the needs are expected to be different for the three countries in question. As input to the detailed planning of the individual capacity building activities, the actual needs are clarified and prioritised. These training needs assessment activities are discussed and agreed upon at the Kick-off Meeting.

Study cases

Two cases in Vietnam and two in The Philippines will be selected for more detailed studies. The selection of the cases (between more candidates) is expected to be organised as a capacity building process demonstrating a methodology and some of the elements and evaluation criteria in a typical site selection process for a wind power project (as part of a feasibility study). Evaluation criteria and methodology for the selection of study cases are discussed and agreed upon at the Kick-off Meeting.

The selection criteria may include:

- the expected wind resources in the area;
- the land availability and accessibility;
- the wind power potential in the area;
- the availability and capacity of adequate electrical grid;
- the expected local power need development;
- the expected value of the wind power;
- the availability of adequate organisations for operating the wind farm(s);
- the training element potential;
- the potential for replication of the project, the methodologies and the results for other sites.

The evaluation of candidates may be based on weighted points assigned to each of the criteria.

Wind data

The studies in the project are expected to be based mainly on existing wind data, made available for the project. The existing wind data may be supplemented with wind measurements during the project period, using existing equipment.

The existing wind data potentially available for the project as well as the possibilities to perform supplementing wind measurements during the project are identified, quantified, qualified and discussed at the Kick-off Meeting.

Supplementing / interacting activities

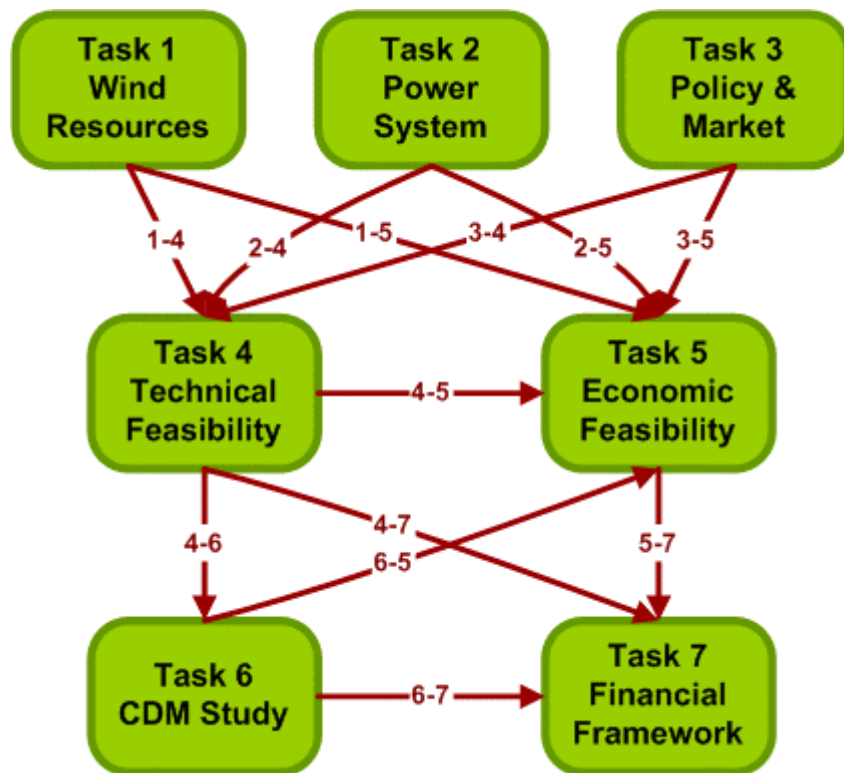
Within the project limitations, the activities contribute to the local capacity building necessary for evaluation of the wind power options and for the preparation of wind power projects. However, supplementing initiatives and activities, securing the continuing capacity development, should follow up the project. As input to the priorities and selection of focus in the present project, the potential possibilities for supplementing activities are discussed at the Kick-off Meeting.

Potential stakeholders

Potential local stakeholders to be invited to the planned national workshops.

Annexes

Task relations



Project plan

