



ARENA Advisory Panel Session - What to Expect as an Applicant

The [ARENA Advisory Panel](#) (the Panel) is a group of independent technical experts engaged to support the development and assessment of projects and initiatives for funding by ARENA. The Panel provides recommendations only to ARENA. They meet at least once a month to assess funding proposals submitted to ARENA.

As outlined in the [Advancing Renewables Program Guidelines](#), all proposals (other than obvious low merit proposals) seeking more than \$500,000 from ARENA must be assessed by the Panel. Complex proposals seeking less than \$500,000 may also be assessed by the Panel where additional technical expertise is required.

If the Panel is to assess your proposal, here's what to expect before the Panel meeting, on the day and after the meeting.

Before the Panel meeting

Once you have submitted your proposal in ARENANet and your Client Manager thinks your proposal is ready for assessment, you will be advised of the date your proposal will be considered by the Panel. Your Client Manager's goal is to only recommend proposals to the Panel that will likely be supported by the Panel or if the Panel could provide feedback with the objective of achieving a fundable proposal.

Before the meeting, at least three Panel members will assess your proposal and provide ARENA written comments against the merit criteria. They will have access to all the material you uploaded in ARENANet, plus any additional information that may have been requested by your Client Manager in support of your proposal.

Conflict of interest checks are undertaken prior to the Panel receiving your proposal and associated materials. Where a conflict is identified, individual Panel members are excluded from viewing your material and assessing the proposal.

You should let ARENA know in writing if you object to a particular Panel member(s) assessing your proposal. Your response should be supported by an explanation of why you believe a conflict exists.

You will generally be invited to present your proposal to the Panel.

You may prepare a short PowerPoint Presentation that will be due to your Client Manager on the Thursday before the Panel meeting.

You will have 10 minutes for your presentation and you will be allowed a maximum of ten slides. The Chair will request you stop presenting after 10 minutes.

In preparing your presentation, remember the Panel and ARENA staff have read your proposal.



You may also want to consider:

- The Panel members allocated to assess your proposal will typically have experience and expertise in the subject matter;
- The presentation should focus on the key risks and merits of the proposal;

Panel meetings are typically held at ARENA's Sydney office.

On the day

The meeting days are busy, with back to back presentations all day.

Every effort is made to ensure the agenda runs to time, but you should be prepared for the agenda to run half an hour over or under time.

Please arrive 15 to 30 minutes before your allocated time.

You will have a total of 30 minutes with the Panel. This will be strictly adhered to.

You should allow a maximum of 10 minutes for your presentation and 20 minutes for questions and answers. Please remember your presentation, proposal and all supplementary materials have been provided to the Panel.

Your Client Manager or an ARENA representative will escort you into the meeting room.

The Chair will introduce himself and provide some introductory remarks. There is no time for further introductions.

The following representatives will be in the meeting room (or on the phone or video conference):

- *ARENA Advisory Panel members* - as noted above, three Panel members will have assessed your proposal. Other Panel members will be present as they will have been assigned to other projects.
- *ARENA staff* - including ARENA Executive, your Client Manager and members of other teams within ARENA who have a role in your project.
- *ARENA Secretariat staff* - to take minutes of the meeting and help run the day.

Following your presentation, you will be asked to take questions from the Panel members that have assessed your proposal. The ARENA Executive may also ask questions.

You will then leave the room and the Panel will have 15 minutes to deliberate your proposal. Your Client Manager will be present for these deliberations.



After the meeting

Your Client Manager will typically be in touch with you within five business days after the meeting.

The assessment outcome will be communicated to you. There are three possibilities:

- You have been invited to the next stage of the assessment process - full application stage or funding approval stage;
- Been unsuccessful; or
- You need to provide further information before the assessment can be finalised. This will be communicated to you in writing and you should get your response back to your Client Manager as soon as possible to allow the Panel to complete the assessment.