

**Training workshop for National Designated Entities (NDEs)**  
**30th September to 02nd October**  
**Bridgetown, Barbados**

**Objectives**

- To present the CTCN and its services including processes for processing and responding to country requests and the CTCN Knowledge Management System.
- To present roles and responsibilities of NDEs as climate technology champions at the national level fostering (i) collaboration and strengthening networks and partnerships, (ii) information and knowledge sharing and capacity building, and (iii) developing, selecting and submitting country requests to the CTCN.
- To identify NDEs' needs and priorities to enable them to effectively perform their role and enable their countries to benefit from CTCN services
- To provide training on:
  - o Stakeholder mapping, engagement and consultation
  - o Building and nurturing networks at national level
  - o Ensuring alignment between CTCN activities and national plans and policies
  - o Developing and prioritizing requests
  - o Monitoring and evaluating the support received from the CTCN and its impacts

**Participants** (*approx. 40*)

- NDEs or persons who will play an important role in supporting the national climate technology transfer agenda (e.g. CC focal point)
- CTCN Consortium partners

**Methodology**

- Presentations, group exercises, and group discussions – possibly supplemented by e-courses, and/or webinars in the following months.
- Groups of 4-6 people max.

The CTCN would like to gratefully acknowledge support from the following countries: European Commission, Denmark, Norway, Canada, United States of America, Germany, Switzerland and Japan.

<i>Day 1: Scene setting</i>	<i>Resource person</i>
<b>9.00 – 9.45 Session 1 – Opening</b> <ul style="list-style-type: none"> <li>• <i>Master of Ceremony – Ms. Donna King</i></li> <li>• <i>UN welcome address (10m) – UN Resident Coordinator</i></li> <li>• <i>CTCN welcome address (10m ) – Patrick Nussbaumer</i></li> <li>• <i>Statement by the Minister of Environment and Drainage (15m)</i></li> </ul>	
<b>9.45 – 10.15 Session 2 - The CTCN</b> <ul style="list-style-type: none"> <li>• Objectives of the meeting</li> <li>• Participants introduction</li> </ul>	P. Nussbaumer, UNIDO
<b>10.15 – 10.30 Coffee break</b>	
<b>10.30 – 11.30 Session 2 (continued) - The CTCN</b> <ul style="list-style-type: none"> <li>• <i>Exercise 1– individual exercise</i></li> </ul> <p>Quiz on reading documents distributed prior to the meeting (questionnaire with multiple answers for each question).</p> <ul style="list-style-type: none"> <li>• <i>Exercise 2– individual exercise (15 min)</i></li> </ul> <p>Current impressions/understanding/examples/expectations of what the CTCN will provide as services written on sticky notes and posted on flip charts.</p> <ul style="list-style-type: none"> <li>• <i>Presentation and update on CTCN (History of the CTCN, Status of the CTCN, The Centre, The Network) (20 min)</i></li> <li>• <i>Discussion (25 min)</i></li> </ul>	M. Caltagirone, UNEP
<b>11.30 – 12.15 Session 3 - Linking CTCN activities with national priorities and mechanism under the Convention</b> <ul style="list-style-type: none"> <li>• <i>Overview of approaches used to ensure that NDE and CTCN activities in the country are in line with national climate strategies/priorities and coordinated with other mechanisms under the Convention (20 min)</i></li> <li>• <i>Discussion (20 min)</i></li> </ul>	A. Ningrum, UNFCCC
<b>12.15 – 13.45 Lunch</b>	
<b>13.45 -14.45 Session 4 - The CTCN services</b> <ul style="list-style-type: none"> <li>• <i>Presentation of CTCN services, including Knowledge Management System (services related to all functions with concrete examples) (30 min)</i></li> <li>• <i>Exercise 3 - group exercise (30 min)</i></li> </ul> <p>Clustering of sticky notes from exercise 2 in ‘CTCN service’ or ‘not a CTCN service’</p>	P. Nussbaumer, UNIDO
<b>14.45 – 15.45 Session 5 - The National Designated Entities (NDEs)</b> <ul style="list-style-type: none"> <li>• <i>Presentation on NDEs Roles and Responsibilities (emphasizing on the idea of national “climate technology champions”) (20 min)</i></li> <li>• <i>Presentations from NDEs on their establishment/set-up (2*15 min)</i></li> <li>• <i>Discussion (10 min)</i></li> </ul>	M. Caltagirone, UNEP
<b>15.45– 16.15 Coffee break</b>	

<p><b>16.15 – 17.00 Session 5 (continued): The National Designated Entities (NDEs)</b></p> <ul style="list-style-type: none"> <li>• <i>Exercise 4– individual exercise (30 min)</i></li> </ul> <p>Q1. What excites you about your role as an NDE? (list at least three points) Q2. What do you need to shine in the role?</p> <p>Interactive – one word answers written on a flip chart at the front of the room (focus on specific benefits to the NDE)</p> <ul style="list-style-type: none"> <li>• <i>Exercise 5 – individual exercise (15 min)</i></li> </ul> <p>Reminding the scope of CTCN services (Session 3), examples of requests countries would have submitted or want to submit to the CTCN that would help the country with removing mitigation or adaptation related technology barriers (written on sticky notes and posted on flip charts ).</p>	<p>P. Nussbaumer , UNIDO</p>
<p><b>17.00– 17.15 Wrap-up day 1</b></p>	
<p><b><i>Day 2: Alignment between CTCN activities and national plans and policies stakeholder engagement, building and nurturing networks at national level</i></b></p>	<p><b><i>Resource person</i></b></p>
<p><b>09.00 – 09.45 Session 6 – Stakeholder engagement and national consultations</b></p> <ul style="list-style-type: none"> <li>• <i>Presentation on stakeholder engagement and national consultations: relevance, methods and tools, and expected results (20 min)</i></li> <li>• <i>Discussion (25 min)</i></li> </ul>	<p>G. Bispham, CPDC M. Griffith , UNEP</p>
<p><b>09.45 – 11.45 Session 6 (continued) – Stakeholder engagement and national consultations (incl. coffee break)</b></p> <ul style="list-style-type: none"> <li>• <i>Presentation of the Group Exercise on stakeholder engagement (30 min)</i></li> <li>• <i>Exercise 6: Group Exercise on stakeholder engagement (90 min)</i></li> </ul> <p>Role playing – participants are split into teams/groups and each participant within each team is given a role as a different stakeholder in a scenario in which a biomass-to-energy project in being contemplated for their region/country. The “governor” calls a stakeholder consultation and asks for the views of the stakeholders. Each stakeholder is given a secret agenda that they needed to try and push through during a second round of stakeholder consultations – they complete a self-assessment form stating what they are trying to achieve and how they plan to go about achieving it. The groups try to come out with an agreement in which all stakeholders are satisfied – the results are presented to the whole workshop.</p>	<p>M. Caltagirone, UNEP</p>
<p><b>11.45 – 13.45 Lunch</b></p>	
<p><b>13.45 – 14.30 Session 7 - Mainstreaming gender into CTCN activities</b></p> <ul style="list-style-type: none"> <li>• <i>Overview of approaches used to mainstream gender issues (20 min)</i></li> <li>• <i>Discussion (25 min)</i></li> </ul>	<p>P. Nussbaumer, UNIDO</p>
<p><b>14.30 – 15.15 Session 8 - Establishing and nurturing networks</b></p> <ul style="list-style-type: none"> <li>• <i>Overview of approaches for establishing and nurturing networks (20 min)</i></li> <li>• <i>Discussion (25 min)</i></li> </ul>	<p>M. Griffith , UNEP</p>

<b>15.15 – 15.45 Coffee break</b>	
<b>15.45 – 16.45 Session 9 – CTCN services towards accessing finance</b> <ul style="list-style-type: none"> <li>• <i>Presentation on CTCN matchmaking and services towards accessing finance (30 min)</i></li> <li>• <i>Discussion (30 min)</i></li> </ul>	P. Nussbaumer, UNIDO
<b>16.45 – 17.00 Wrap-up of day 2</b>	
<b>18.00 Dinner</b>	

<b>Day 3: Training on request – response function</b>	
<b>9.00 – 10.40 Session 10 - NDE Manual</b> <ul style="list-style-type: none"> <li>• <i>Presentation 1: Presentation of the request response processes/steps (Generating and Submitting Requests, Prioritization criteria) (20 min)</i></li> <li>• <i>Discussion (20 min)</i></li> <li>• <i>Exercise 7 - group exercise: filling in the request template (60 min)</i></li> </ul> <p>Participants are divided into groups and given a draft narrative of two different requests and are asked to complete the CTCN request submission form. At the end participants are given the refined request so that they can compare.</p>	P. Nussbaumer , UNIDO
<b>10.40 – 11.00 Coffee break</b>	
<b>11.00 – 12.10 Session 11 (continued) - NDE Manual</b> <ul style="list-style-type: none"> <li>• <i>Discussion on exercise 7 (30 min)</i></li> <li>• <i>Presentation 2: Presentation of the request response processes/steps (CTC Request Processing, Response Implementation) (20 min)</i></li> <li>• <i>Discussion (20 min)</i></li> </ul>	M. Caltagirone , UNEP
<b>12.10 – 13.30 Lunch</b>	
<b>13.30 – 15.15 Session 12 (continued) - NDE Manual</b> <ul style="list-style-type: none"> <li>• <i>Exercise 8 - group exercise: Request generation (60 min)</i></li> </ul> <p>Role playing - Participants are divided into groups, resource persons choose one sentence request (from exercise 5, Session 4) per group and play the role of the ‘request proponent’ that goes to the NDE to ask for support (what can you do as NDE and how can we support) [1 resource person needed in the NDE group also]</p> <ul style="list-style-type: none"> <li>• <i>Presentation 3: M&amp;E for CTCN (20 min)</i></li> <li>• <i>Discussion (25 min)</i></li> </ul>	P. Nussbaumer , UNIDO
<b>15.15 – 15.45 Coffee break</b>	
<b>15.45 – 16.30 Session 13 - Discussion on NDE needs and priorities</b> <ul style="list-style-type: none"> <li>• <i>Semi-structured discussion guided by 2-3 key questions</i></li> </ul>	M. Griffith, UNEP
<b>16.30 – 17.00 Evaluation and closure</b> <ul style="list-style-type: none"> <li>• <i>Evaluation of workshop by participants (15 min)</i></li> <li>• <i>Closure (15 min)</i></li> </ul>	M. Caltagirone, UNEP

