

## **Training workshop for National Designated Entities (NDEs) from Small Island Developing States from the Pacific**

**19-20 September 2014, Apia, Samoa**

### **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
- To identify the priority needs for NDEs to effectively play their role and the CTCN services that can best support countries in fostering climate technology transfer.

### **Participants** (*approx. 25*)

- 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.

<p>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.</p>
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<i>Day 1</i>	<i>Resource person</i>
<p><b>8.30 – 09.30 Session 1 - Opening</b></p> <ul style="list-style-type: none"> <li>• <i>SPREP welcome address (5 minutes)</i></li> <li>• <i>UNIDO/UNEP welcome address (5 min)</i></li> <li>• <i>Objectives of the workshop (10 min)</i></li> <li>• <i>Participants introduction (25 min)</i></li> <li>• <i>Exercise 1– individual exercise (15 min)</i></li> </ul> <p>Quiz on reading documents distributed prior to the meeting (questionnaire with multiple answers for each question)</p>	<p>Rajiv Garg Manfredi Caltagirone</p>
<p><b>9.30 – 10.15 Session 2 - The CTCN</b></p> <ul style="list-style-type: none"> <li>• <i>Exercise 2– individual exercise (10 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) (15 min)</i></li> <li>• <i>Discussion (20 min)</i></li> </ul>	<p>Manfredi Caltagirone</p>
<p><b>10.15 – 10.30 Coffee break</b></p>	
<p><b>10.30 – 11.15 Session 3 - Linking CTCN activities with national priorities and mechanism under the Convention</b></p> <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 (25 min)</i></li> </ul>	<p>Jason Spensley</p>
<p><b>11.15 -12.15 Session 4 - The CTCN services</b></p> <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>Jason Spensley</p>
<p><b>12.15-13.15 Lunch</b></p>	
<p><b>13.15 – 14.45 Session 5 - The National Designated Entities (NDEs)</b></p> <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 (TBD) (2*15 min)</i></li> <li>• <i>Discussion (25 min)</i></li> <li>• <i>Exercise 4 – 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>Rajiv Garg</p>

<b>14.45 – 15.15 Afternoon tea</b>	
<b>15.15 – 16.45 - Session 6 - NDE Manual</b> <i>Presentation 1: Presentation of the request response processes/steps (Generating and Submitting Requests, Prioritization criteria) (25 min)</i> <ul style="list-style-type: none"> <li>• Discussion (20 min)</li> <li>• Exercise 5 - group exercise: filling in the request template (45 min)</li> <li>• 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</li> </ul>	Jason Spensley
<b>16.15– 16.30 Wrap-up day 1</b>	

<i>Day 2</i>	
<b>9.00 – 10.00 Session 7 – Summary of Day 1</b> <ul style="list-style-type: none"> <li>• Summary of Day 1 (30 min)</li> <li>• Review of Exercise 5 - group exercise: filling in the request template (30 min)</li> </ul> <p>Similarly to the exercise 5, 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>	Manfredi Caltagirone
<b>10.00 – 10.15 Coffee break</b>	
<b>10.15 – 11.15 Session 8 - NDE Manual (2)</b> <ul style="list-style-type: none"> <li>• <i>Presentation 2: Presentation of the request response processes/steps (CTC Request Processing, Response Implementation) (25 min)</i></li> <li>• Discussion (35 min)</li> </ul>	Jason Spensley
<b>11.15 – 12.30 Session 9 - NDE Manual (3)</b> <ul style="list-style-type: none"> <li>• Exercise 6 - group exercise: Request generation (45 min) Role playing - Participants are divided into groups, resource persons choose one sentence request (from exercise 4, Session 5) 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]</li> <li>• Presentation 3: M&amp;E for CTCN (15 min)</li> <li>• Discussion (15min)</li> </ul>	Manfredi Caltagirone  Rajiv Garg
<b>12.30 – 13.00 Evaluation and closure</b> <ul style="list-style-type: none"> <li>• Evaluation of workshop by participants (15 min)</li> <li>• Closure (15 min)</li> </ul>	Jason Spensley Manfredi Caltagirone Rajiv Garg