Summary of the First Training Workshop for National Designated Entities of the Climate Technology Centre and Network

The CTCN held a training workshop for National Designated Entities (NDEs) from Asia in Cha Am, Thailand, from the 11th to 13th of December 2013. This was the first of a series of training workshops planned to share perspectives and initiate a dialogue with NDEs, as well as to build NDEs capacity in performing the tasks of climate technology champions and focal points for CTCN activities in their countries.

The training workshop was attended by 23 participants from governments and technical institutions, representing nominated NDEs or climate change focal points from 19 countries. Resource persons included representatives from the CTCN Consortium partners: UNEP, UNIDO, AIT, GIZ, TERI, UNEP Risoe Centre; as well as IGES. AIT also provided valuable logistical support.

During the three day training workshop UNEP and its partners presented the CTCN and its services, described and clarified NDE roles and responsibilities, and trained government representatives in processes needed to generate country requests. The workshop was also an occasion to inform and request feedback about the CTCN Knowledge Management System (KMS), and provide capacity building activities to enable NDEs to become a fully functional part of the CTCN.

The Agenda of the training workshop and the lists of participants and resource persons are shown in the Annexes at the end of the document.

The short summary below includes the structure of presentations and group exercises, as well as the main comments from participants. Also included are links to the electronic versions of the training material used during the three-day workshop.

Summary of Key Points from Presentations, Discussions, and Recommendations to the CTCN

Session 2: The CTCN (setting the scene) – Mark Radka (CTCN Interim Director - UNEP)

- CTCN origins and mission
- Functions and structure
- Managing requests and delivering responses; fostering collaboration and access to information and knowledge; strengthening networks, partnerships and capacity building; responding to country requests; facilitating deployment of existing technologies; and stimulating the development and transfer of technologies. This is to be supported by outreach and awareness activities and a robust KMS.
- The crucial role of NDEs
  - Act as the climate technology champion in the country
  - Support CTCN assistance – identify good requests and link them with national priorities and processes, coordinate discussions on requests and any needed refinements, provide guidance and oversight of the work

of national teams, monitor CTCN assistance and inform the CTCN of any needed adjustments
    - Contribute to capacity building efforts – identify possible Network members, provide information on the Network to national organizations, identify needs and opportunities for regional and global peer learning, help organize national and regional capacity building events
    - Coordinate activities between the country and the CTCN
    - Perform CTCN outreach to institutions and organizations in the country
    - Coordinate participation of country officials in CTCN programmes
    - Report on the effectiveness of CTCN support
- The Climate Technology Network
    - All NDEs are Network members – exact role will depend on local context
    - Network activities - application assessed against criteria; merit-based, time bound membership
        - Start-up phase: knowledge transfer – exchanging information, experiences, and best practices through the CTCN Knowledge Management System; participate in workshops/trainings
        - Future efforts: technical assistance – responding to requests, dependent on the type of request
- CTCN services
    - Capacity building, technical support and advice for identification of technology needs, technical assistance for implementing environmentally sound technologies, technology cooperation, catalyzing private and public investment, and disseminating best practices on technology transfer
    - Delivery approach: submission and response plan → response → reporting and evaluation

Session 3: The CTCN Knowledge Management System – Victor Low (UNEP)

- Knowledge Management System: an organized, primarily web-based structure for collecting, analyzing, and disseminating information, products, and services to facilitate technology transfer to and among developing countries
- For use by NDEs, government agencies in developing countries, technical institutes, private sector, civil society, and international organizations
- Enabling quick processing or requests from NDEs for in-depth assistance, coordinating quick-response support, and tracking and managing CTCN workflow
- Providing access to climate change adaptation and mitigation technology data, tools, reports and other resources and an open platform for input on these resources and knowledge sharing across countries and institutions
- Facilitating web-based, peer-to-peer learning and training across communities of practice and matchmaking with programs that offer additional assistance
- Resources focused on both adaptation and mitigation will be available and categorized
- Technical assistance hub – three levels of technical assistance (CTCN technical assistance, ask an expert, help desk)
- Web offerings include a capacity building hub, a finance hub, and peer exchange

Session 4: Stakeholder engagement and national consultations – Heiner Von Luepke (GIZ)

- Performing stakeholder consultations
- Stakeholder categories
- Principles of successful stakeholder consultation processes
    - Effective - Begin as early as possible, make clear the objective and purpose, focused and with competence
    - Transparent - Make clear what is at stake, what will happen during and after the consultation process
    - Proportional - Type of consultation should correspond in scope, scale and impact to technology transfer issue

at hand. Time and resources should be allocated accordingly
  - Inclusive - Efforts should be made to have most stakeholders in a representative way involved. Elusive stakeholders should be actively involved
  - Accountable - Constructive and timely feedback to stakeholders on the process
  - Coherent - Stakeholder consultation processes should be in line with CTCN and NDE "job descriptions" mandates and manuals
- Six steps to a successful stakeholder consultation
  1. Specify the issue(s) to be addressed
  2. Identify which stakeholders to involve
  3. Analyze the potential contribution of various stakeholders
  4. Set up an involvement strategy
  5. Consult your stakeholders
  6. Evaluate and follow up
- Developing an engagement strategy
- Other things to consider

Group exercise on stakeholder mapping

A scenario regarding the implementation of a potential palm oil project was presented to the workshop. Participants were then asked to list the relevant stakeholders that would be involved in a climate technology project such as this. The main categories of stakeholders were: government, private sector, civil society, and international.

Session 5 - Linking CTCN activities with national priorities and mechanisms under the Convention – Sudhir Sharma (UNEP Risoe Centre)

- Requests to the CTCN should have a catalytic effect to:
  - Help create conditions for improved climate technology transfer service delivery in the country
  - Unlock public or private sector investment for climate technology deployment
- NDEs should therefore:
  - Ensure political commitment for the request
  - Ensure consistency with national sustainable development strategies (NDPs, PRSPs, LEDS, NAPAs, etc.)
  - Link the request to existing processes and opportunities, donor/development partner interests, and national investment plans
- Benefits and necessity of linking with national priorities
  - Engagement of a country and stakeholders is dependent on the extent the request addresses their priorities, which are primarily linked to national sustainable development goals
  - This implies linking support of CTCN to existing supportive policies for the research, development, diffusion and use of technologies and measures in areas of their national priorities, in the form of subsidies, tax reduction and exemption, bank lending support etc.
  - Linking is important in ensuring mutual support and synergies with other policy targets and objectives; providing policy certainty, reducing investment risks, and continuous preferential policy treatment and support; buying-in of stakeholders and ensuring less or no political barriers and uncertainties
- National/sub-national priorities
- CTCN requests – coordination with requests to other international mechanisms
- An approach for requests' coordination:

1. Developing a national priority framework and guidance for submissions - review of relevant national, sectoral, and sub-national strategies/priorities to identify national priorities/sectors/sub-sectors/focus areas
2. Defining the national priority framework and guidance for CTCN submissions - consultations with stakeholders in building consensus on national priorities/sectoral/sub-sectoral/focus areas
3. Receiving requests from technology institutions/government agencies - screening the requests for completeness and meeting the CTCN criteria, and coordination with other climate change related support programmes/requests
4. The NDE submits the finalized version of the selected requests to the CTC and follows-up regarding CTC feedback and decisions

Discussion

- NDEs do not receive funding directly from the Convention – they receive technical assistance only (donors can provide funding for facilitator mechanisms)
- Roles and responsibilities of NDEs will evolve with time once momentum has been gained
- Ex. Philippines – the NDE is under the Climate Change Commission (presidential office) and cuts across all sectors and thus ensures synergy. Technologies that pass through the Commission will be in line with national action plans etc.
- Ex. Thailand – NDE lies within the Science and Technology Ministry – concerns that they are well versed in the technology issues but not sure this is enough. Suggest that perhaps they should be technology experts/working group but that the actual administrative NDE part should be in another sector
- Are there any examples of up and running NDEs? How did they decide? What are the expenses? What is the workload? Suggestions to look at Chile and Indonesia as examples for the NDE structure
- Ex. Indonesia - the National Council on Climate Change of Indonesia (NCCC) secretariat will support the NDE and have a steering committee
- Roles and responsibilities of all the consortium partners should be highlighted
- The role of International Financial Institutions should be highlighted

Session 6 – Establishing and nurturing Networks – Surya Chandak (UNEP)

- Why build networks?
  - Pool in strengths and cover up weaknesses of individual member; bigger voice and convening power; higher effectiveness (outreach, resource utilization); sharing knowledge and experience (faster development); group strength
- Elements of an effective network
  - Personal commitment and dedication; common interest and congruent objectives; willingness to share (resources, knowledge, experience); proactive participation with 'give and take' spirit; no room for vested interests; need based and not just convenience based; feeling of togetherness; programmed and managed by members
- Nurturing networks
  - Networks raise visibility, effectiveness and opportunities for members; members contribute to networks and vice-versa; equal rights, responsibilities and opportunities for all members; informal but disciplined atmosphere; minimal but guaranteed resources; regular activities (dormancy to be avoided); recognition and appreciation by those who matter
- Sustaining networks

- Rolling plan to create new areas of interest; challenging and ambitious future rolling plan; effective leadership to keep the network energized; ensuring resources (financial, knowledge) availability; regular interaction (interesting but not repetitive); establishing linkages with other similar networks
- Death signals of a network
  - Members give less and expect more; interactions become repetitive → formal, uninteresting → burdensome; clash in member's interest (resources/funds, target groups, recognition); feeling of being alienated; external pressures start dominating

Group exercise on stakeholder consultations

Role playing – participants were split into teams/groups and each participant within each team was 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" called a stakeholder consultation and asked for the views of the stakeholders. Each stakeholder was given a secret agenda that they needed to try and push through during a second round of stakeholder consultations – they completed a self-assessment form stating what they were trying to achieve and how they planned to go about achieving it. The teams tried to come out with an agreement in which all stakeholders were satisfied – the results were presented to the whole workshop.

Discussion

In order to be successful NDEs should have the following characteristics:

1. Need to be a good negotiator – consult all the stakeholders and build a consensus
2. Decision making – must look at the holistic/complete picture not just one aspect
3. Issues are around agreements among different groups/people and organizational structures and less about the technology transfer issue itself (technology transfer issues are not technical, they are people related)
   a. The technical information is not that important in consultations
4. Look at the total direct benefits as well as individual distribution of benefits
   a. Need to look at indirect costs/benefits (an avoided cost = a benefit)
5. Identify the spoilers ("no change" stakeholders) early enough in stakeholder mapping in order to mitigate their ability to negatively affect the consultations (those who lose on either side of the change)

Session 7 - NDE Manual - Manfredi Caltagirone (UNEP)

- Generating requests: Need identified → stakeholder consultation → linkages with existing programs (UNFCCC projects and programmes, priority sectors and technologies) → eligibility criteria → request ready to submit (using request submission template)
- Alignment with eligibility criteria:
  - Contribute to increased resilience and/or mitigated emissions and is aligned with national plans
  - Enhance endogenous capacities
  - Process are in place in the country to monitor and evaluate any support provided
- CTC Request Processing
  - Prioritization criteria
- Delivery of the response plan - identification of the type of response (to be approved by NDE)

  → quick response = request up to US$50,000 (matchmaking process, involvement of a consortium partner)

  → response project = request between US$50,000 – US$250,000 (tendering process, involvement of a Network member)

- Response implementation and monitoring
- Response delivery and evaluation
- Response impact and assessment - after the project, the NDE will maintain periodic communication with national partners involved in the process and report to the CTCN on the environmental, social and economic impacts (long term) of the assistance that was provided

Discussion

- The request can include both a feasibility analysis, and, if a technology proves to be feasible, the implementation of the technology OR just the feasibility analysis can be done and further steps can be taken internally
- TNAs/TAPs already follow these guidelines (alignment with national priorities) – it's just a question of inserting them into CTCN template for requests
- Countries which have done TNAs can show that there has been a consultative process – the CTCN will provide the assistance to help convert the TAP into a request (the CTCN will not forward the request to a donor)
- Can the CTCN help in a case where the GEF has turned down a proposal or there has been no response?
  - As a technical assistance facility, it could help resolve a lot of questions that prevented technologies from being funded (i.e. GEF). Why did GEF not respond? What are the characteristics that prevented this? Where can the CTCN provide technical assistance to try and answer these questions/provide information/expert experience etc? Perhaps the CTCN can help further develop the proposal.
- How long to get a response from the request?
  - Within 2 weeks (the request template is short) – the intention is to be fast and responsive
- Assistance from the CTCN to provide inputs into the request proposal
- A list of indicative requests/sample = a menu of types of requests - 25 example/sample requests to use as guidelines for criteria for recommendation to the CTCN
- If two NDEs have the same request/priorities they can be bundled together even if there are 2 separate requests
- Any technical expertise outside of the CTCN would have to qualify for the network criteria – NDEs should identify which institutions can work with the implementer of the assistance so that they can take the lead the next time = now that they have increased their capacity

Group exercise on requests template

Participants were divided into six groups and given a narrative of three different requests (one sample request and two from the UNFCCC) and asked to fill out request template form for CTCN assistance. Participants were then given the "right" answers so that they could compare.

Session 8 - Mainstreaming gender into CTCN activities – Eric Zusman (IGES)

- Mainstreaming gender into climate planning
- Women bear a greater share of the costs of climate change – limited access and even less control over resources
- Although women's material condition has improved, this is not necessarily the case for their social position
- Need to move from the victim narrative to agents of change
- Towards a gender sensitive approach – how to conduct a gender analysis:

1. Activity profile– who does what? (i.e. tending animals, work, leisure, cooking/collecting biomass, attending children and crops)
2. Access and control profile – who has access and control over what? (i.e. land, money, livestock)
3. Factors and trends analysis – what is the socioeconomic context? (from economic and legal factors to cultural and religious ones)
4. Program cycle analysis – what gender considerations are needed for a project? Design → implementation → monitoring → evaluation

- Level of gender mainstreaming in Climate Investment Funds (example)
- Possible solutions
  1. Goals/objectives refer to gender
  2. Participation/engagement
  3. Training/awareness raising
  4. Does the project affect the activity profile
  5. Does the project change access/control
  6. Does the project improve both condition/position
  7. Gender disaggregated data

Group exercise

Game show – participants were split into two teams and asked to come up with activities performed by men and women (activity profile), compare how much access and control men and women have to these resources (access and control profile), and name some socioeconomic factor that may come into play (factors and trends analysis).

Session 9 - Mainstreaming Co-benefits – Eric Zusman (IGES)

- Mitigate GHG – energy efficiency standards, renewable portfolio standards, public transport upgrades
- Development co-benefits
  - Economic – cleaner technologies, faster commutes
  - Environmental – improved air quality, reduced waste
  - Social – greater energy access, enhanced mobility
- Why co-benefits
  - GHG mitigation benefits = global, long term, uncertain
  - GHG mitigation costs = local, near term, certain
  - Development benefits = local, near term, certain
- There is much ongoing research on co-benefits
- Toward a co-benefits approach
  - Policy - CDM (ex. Laos), NAMAs, Green Climate Fund, national and local policies (ex. National climate, national transport, and subnational transport in India, Indonesia, and Philippines)
- Example of how to measure co-benefits – data limitations
- Co-benefits calculators distributed on CDs
- Most studies intend to improve policy choices, but few studies analyze the architectures and frameworks in which choices are embedded.

Exercise 1

1) What are some of the approaches we can use to recognize the co-benefits of a project?

2) What are advantages and drawbacks of those approaches?
3) What are some of the approaches we can use to reward the co-benefits from a project?
4) What are advantages and drawbacks of those approaches?

Discussion

- What are some of the approaches we can use to recognize the co-benefits of a project?
  - Simple measurements of some of the benefits and show them
  - Checklist with different types of co-benefits
- When bringing in other benefits, there is a trade-off about how rigorous we are in the measurements/ approach and how we reward them (rewarding system) and transaction cost (have recognition but keep down transaction costs)

Indonesia Presentation on NDEs

- NDE
  - National Designated Committee – Climate Change Technology Transfer (NDC-CCTT)
    - Steering committee
    - Technical committee – chairman and members (ministry representatives)
  - NDC – CCTT secretariat - steering committee, advisory board, vice chairman, and members (deputy ministers)
  - Experts
  - Stakeholder
- Roles and responsibilities of the technical committee - experts help the technical committee and stakeholders are invited for consultation during technical committee meetings
- Role of the secretariat
- NDE workflow

China Presentation on NDEs

- Institutional arrangement on climate change in China
- China Climate Technology Network – NDE is the interface
- Focal point of the NDE - (NDRC) national center for climate strategy under the international cooperation
- Provide policy recommendations to the government and implementing agency on the ground
- TNA work feeds well into NDE function, in particular how to mobilize stakeholders
- There are other needs assessments (structural assessment etc.)
- Also involved in South-South cooperation

Questions

- What is the frequency of committee meetings/workplan (especially the members of the committee)
  - The people participating and the frequency of meetings depends on the proposal
  - Focus on topic/sector first, then invite stakeholders to discuss the topic and the better approach
  - Decide on a proposal for the CTCN, then invite the relevant stakeholders

Discussion

- NDE is country driven and the negotiators of COP don't want to limit this structure. This is good but it

makes countries uncomfortable in designing their own structure and there needs to be a budget to run this process.
- Can we learn from DNA establishment?
- In China, the NDE is under the premier, in Indonesia under the President – can the CTCN give guidelines of a rough structure.
  - Start with something manageable and then be prepared for it to evolve
- Having done the TAPs, it should be applied/used as an input/proposal to CTCN
- Have CTCN provide consultations for choosing NDE (not eligibility criteria)
- Analysis of structure/examples from countries would be appreciated

Session 10 - Group exercises on sample requests/templates

Group exercise 1

Participants were split into six groups (three on mitigation, three on adaptation) and were given sample requests with some sections missing/incomplete. The requests were chosen from Exercise 1 in session 7. Participants were asked to try and fill in the blanks and suggest what could be added (40 min). The requests were then compared to the "original" (20 min)

- NDE could be preparing requests or reviewing

Group exercise 2

Participants were given a one sentence request that they must translate into a proposal to the CTCN using the work done in previous sessions and criteria check list (fill out the template)

- What is the objective? Is it a good enough request?
- Is it aligned with national development priorities?
- What are the major activities?
- Who are the stakeholders?

Discussion

- Learning by doing is very useful (most helpful exercise)
- Helpful in understanding issues from other countries with the perspective of an NDE
- Useful exercise as participants will be the linked to the proposal writers
- Helpful in familiarizing the NDE with the real situation (clarifying), which will allow them to support ministries and stakeholders in the country
- NDE will have to be well informed on what the CTCN can and can't do
- NDE will act as an interpreter of the CTCN and what the CC Convention and Parties had in mind when they created it
- NDE will interpret/guide and help others who have the technology knowledge but not the knowledge about the CTCN.
- The exercise helped move requests from theory to reality

Final Session

Exercise 1

Rank 10 aspects of the CTCN in terms of priority/importance – 1 (most useful) to 10 (least useful)

Final Q&A

Next Steps

1) Formulate NDE structure
2) Kick off meeting with stakeholders
3) Inform top management and discuss next steps
4) Identify stakeholders and disseminate info
5) Create NDE positive climate in MOE
6) Select projects for request to CTCN (TNA)
7) Develop NDE action plan
8) Identify focal areas from CC action plan
9) Share info with CTCN
10) Develop technology road map
11) Detailed NDE action plant (1-4 years)
12) Motivate stakeholders to participate in NDEs work

Positive things about the workshop

1) Acquired knowledge of NDE and CTCN
2) Learning by doing
3) Good resource people
4) Interactive
5) Efficient organization
6) Group exercises on developing requests and stakeholder consultation
7) Very good logistics
8) High developed motivation
9) Presentation on NDE structure very useful (Indonesia and China)
10) Design of course and conduct of course
11) Active, energetic atmosphere
12) Good opportunity for networking with NDE colleagues

What can we improve

1) More presentations on group work - more time during group exercises and sharing of results after
2) Material distributed in advanced (about 2 weeks before)
3) Concentrate on problem solving issues
4) Example requests to be richer in content
5) Too long (2 days only)
6) Too short (5 days)
7) Real case studies on technology transfer
8) More interesting venue
9) Conference room too cold
10) Time for extracurricular
11) Clear communication on roles and responsibilities of partners
12) More than one participant per country
13) Clarity on "N" on CTCN
14) Greater motivation of NDEs required
15) Small biography/information on each participant given beforehand so there is more familiarity (and presenters)

Annex 1: Participants List

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