

# UNEP-UNIDO Programme to host and manage the Climate Technology Centre and Network Summary Report for the National Designated Entities Small Island Developing States Pacific Region Training Workshop

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*18-19 September, 2014*

*Apia, Samoa*

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## Acronyms

AF	Adaptation Fund
CDM	Clean Development Mechanism
CTC	Climate Technology Centre
CTCN	Climate Technology Centre and Network
CTN	Climate Technology Network
COP	Conference of the Parties
GHG	Greenhouse Gasses
IPCC	Intergovernmental Panel on Climate Change
KMS	Knowledge Management System
NAMAs	Nationally Appropriate Mitigation Actions
NAPs	National Adaptation Plans
NAPAs	National Adaptation Programmes of Actions
NDE	National Designated Entity
RET	Request Expert Team
SIDS	Small Island Developing States
SPREP	Secretariat of the Pacific Regional Environment Programme
TEC	Training and Education Centre
TNAs	Technology Needs Assessment
UN	United Nations
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNIDO	United Nations Industrial Development Organisation

## Introduction

The Climate Technology Centre and Network (CTCN) held the training workshop with collaboration of the Secretariat of the Pacific Regional Environment Programme (SPREP) for National Designated Entities (NDEs) in Apia, Samoa at the SPREP Training and Education Centre (TEC) on the SPREP campus in Vailima from the 18<sup>th</sup>-19<sup>th</sup> of September, 2014.

The training was attended by 18 government representatives from 11 of the 14 Pacific Island countries<sup>1</sup>. From this all four NDE<sup>2</sup> members were present with the additional participation from climate change focal points and/or Ministry of Finance representatives, a student from the Caribbean on an exchange program enrolled at the National University of Samoa, three resource personnel from the United Nations Environment Programme (UNEP) and the United Nations Industrial Development Organisation (UNIDO) CTCN and four resource personnel from SPREP.

Invitations to attend the workshop were circulated through SPREPs official network to climate change focal points who are signatories to the United Nations Convention on Climate Change (UNFCCC) and the Kyoto Protocol. The CTCN training was held directly after an Adaptation Fund workshop organised by SPREP from the 15<sup>th</sup>-17<sup>th</sup> of September which allowed the costs of hosting the two trainings one after the other to be shared by SPREP and CTCN.

The training objective of the meeting was to raise the awareness and enhance the capacity of Pacific island countries knowledge of the

CTCN. The workshop was facilitated by CTCN and SPREP. Presentations were made on a range of issues including

- the CTCN's functions and services,
- the roles and responsibilities of NDEs,
- how national climate change priorities and mechanisms under the UNFCCC Convention relate to the work of CTCN,
- how to engage technical support through fostering collaboration and strengthening networks and partnerships,
- sharing of information and knowledge and building capacity, and
- Developing country request to the CTCN.

This report provides a summary of the workshops proceeding, a list of participants and resource persons and comments made by participants from the workshop evaluation.



Figure 1 The Director General of SPREP David Sheppard

<sup>1</sup> Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

<sup>2</sup> These countries are Fiji, Kiribati, Nauru, and Vanuatu.



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

### Session One: Opening

The first session was opened by a welcoming address by David Sheppard, Director General of SPREP. David Sheppard welcomed the United Nations Environment Programme (UNEP) and the United Nations Industrial Development Organisation's (UNIDO) Climate Technology Centre and Network (CTCN) to Samoa and mentioned how delighted SPREP is to exhibit organisations 'walking the talk' as a follow on from the UN Small Islands Developing States (SIDS) conference two key areas of sustainable partnerships and sustainable financing.

Followed by Mr Sheppard were opening remarks by Mr Rajiv Grag, Climate Change Programme Officer for the Regional Office for Asia and the Pacific from UNEP thanking SPREP and government officials for attending the training workshop. Mr Grag provided a brief outline of the CTCN and the objectives of the workshop.

Facilitation of the training was carried out by Manfredi Caltagirone, Programme Officer, Energy Branch, of the UNEP Division of Technology, Industry and Economics.

**Exercise 1:** Participants were asked to introduce themselves, then they were quizzed individually about the CTCN using a multiple-choice questionnaire.

### Session Two: The CTCN – Manfredi Caltagirone

**Exercise 2:** Participants were asked to individually write on sticky paper what their impressions and understanding were of CTCN, if they could provide an example of services that could be provided within the mandate of CTCN and what country expectations were of what CTCN can provide as services.

**A presentation and update was given on the CTCN which provided an overview of the CTCN's history, its current status, the Centre, and the Network.**

- The CTCN was established by the UNFCCC, following technology related discussions at COPs (notably COP 15 to 18)
- The CTCN's mission is to stimulate technology cooperation and enhance the development and transfer of technologies to developing country parties at their request. Its country-driven nature is a key strength of the CTCN. Broad interpretation of technology transfer, also including endogenous capacity development.
- The CTCN is composed of a Consortium of 13 institutions covering all regions and areas of expertise along all steps of the technology cycle. UNEP and UNIDO are co-leading the CTCN and its Consortium. The breadth and depth of Consortium expertise enables the CTCN to tailor its services to countries' needs and priorities, and to gather information that will be fed into its Knowledge Management System (KMS). The Advisory Board to the CTCN provides overall strategic guidance and facilitates the liaison with the Conference of the Parties
- The Climate Technology Network (or CTN) will also play a critical role and enable the CTCN to deploy the expertise needed to respond to a large number of requests and cover all areas and sectors.
- The Centre in itself is small (only 8 staff), therefore NDEs have a critical role to play in making the CTCN a successful mechanism for fostering climate technology transfer in non-Annex I Parties of the UNFCCC
- NDEs will act as the focal points for the CTCN in their country, coordinating climate technology activities. As de facto members of the Network, they should have an active role within the CTN. NDEs are encouraged to become climate technology champions in their countries.

- It is important to note that the CTCN does not provide funding. The services to be provided are: technical assistance (up to 250,000 USD/request), knowledge and information sharing and stimulating cooperation between the different climate technology transfer stakeholders (government, technical and research organisations, private sector actors, donors and cooperation agencies, civil society).
- The CTCN is open for business and is already addressing the first requests.

### Session Three: Linking CTCN activities with national priorities and mechanisms under the Convention – Jason Spensley

- The CTCN is an opportunity for linking technology activities with other activities under the Convention. The CTCN and its services are an opportunity for advancing the agenda of other UNFCCC processes in the country such as the Clean Development Mechanism (CDM) and Nationally Appropriate Mitigation Actions (NAMAs) for mitigation and National Adaptation Plans (NAPs) and National Adaptation Programmes of Actions (NAPAs) for adaptation. As well as facilitating access to the Adaptation Fund or the Green Climate Fund.
- The CTCN is part of the UNFCCC Technology Mechanism
- NDEs are essential in ensuring the link between the CTCN and the other UNFCCC processes
- Technology Needs Assessments and Technology Action Plans represent excellent tools for NDEs to fulfil their role and mandate.
- TNAs are meant to help countries prioritize technologies for climate change adaptation and mitigation, but do not include the implementation of prioritized technologies. It is up to countries to extract project ideas from the TNAs and use them as NAMAs and NAPs.

### Session Four: The CTCN services – Jason Spensley

- The CTCN was established with a view to offer countries a lean and efficient mechanism that can respond very quickly to their requests for technical assistance, knowledge and information.
- The CTCN defines technology transfer as per the IPCC definition which includes “learning to understand, choose, utilize, adapt and replicate technology” and in which technology is “Any equipment, technique, practical knowledge and skills needed for reducing GHG and adapting to climate change (includes hardware, software and orgware)”.
- It is important to recognize and highlight the relevance of technology transfer for barriers removal (creating the enabling environment, policies, mechanisms and institutional capacities/skills). The services of the CTCN can specifically support non-Annex I countries in this area, by removing barriers hampering the transfer of technologies.
- Any request for technical assistance must be submitted a NDE in order to be considered by the CTCN. The technical assistance provided through the CTCN can, for example, support countries in: evaluating their technical and technology needs, assessing the feasibility of different technology options, designing and/or evaluating public policies and regulations, implementing selected activities from existing strategies and action plans, strengthening specific skills/capacities, developing tools, mechanisms or methodologies.
- The Centre (CTC) will articulate and facilitate the delivery of services to foster climate technology transfer, and the network members (CTN) will deliver the technical support that will permit countries to make progress on their climate technology transfer agenda.

**Exercise 3:** Using the sticky notes from exercise 2 participants were asked to group these notes into two categories ‘CTCN service’ or ‘not CTCN service’.

### Session Five: The National Designated Entities (NDEs) – Rajiv Garg

#### Presentation on NDEs Roles and Responsibilities

- NDEs support the CTCN functions at national level by:
  - Leading and coordinating the formulation, selection and submission of requests
  - Facilitating and monitoring the implementation of CTCN response assistance

- Fostering collaboration and access to information and knowledge to accelerate climate technology transfer in the country
  - Strengthen networks, partnerships and capacity for climate technology transfer in the country
- Being an NDE is not only about submitting requests but also about facilitating and monitoring the implementation of CTCN assistance.
  - NDEs should ideally act as climate technology champions and leaders. This involves coordinating with other government entities to ensure synergies with national priorities, and actively cooperating with regional and global stakeholders through CTCN.
  - NDEs should play a leading role in identifying good requests and linking them with national priorities and ongoing processes and initiatives.
  - NDEs will coordinate discussions on requests (and any needed refinements) and related response plans, provide guidance and oversight of the work of national teams, monitor CTCN assistance and inform the CTCN of any needed adjustments.
  - NDEs should support the identification of possible Network members, provide information on the Network to national organizations, identify needs and opportunities for regional and global peer learning, and help organize national, regional training and networking events.
  - NDE should report on the effectiveness of CTCN support and overall progress in climate technology transfer in the country.
  - NDEs are encouraged to build on existing structures (if possible) and avoid creating new institutions and structures (especially at the early stages of the start-up of the CTCN).
  - NDEs are de facto members of the CTN and depending on the nature of their organization, they may take part in the CTCN technical assistance activities and respond to requests from other countries.

**Exercise 4:** At the conclusion of the presentation an individual exercise was conducted asking participants to provide examples of requests countries would or want to submit to the CTCN that would help the country with removing mitigation or adaptation related technology barriers. Individual responses were recorded on sticky notes and posted on the flip charts provided.



Figure 2 3D modelling used as a community consultation tool to map areas affected and/or vulnerable to the impacts of climate change

## Session Six: NDE Manual – Jason Spensley

### Presentation of the request response processes/steps (Generating and Submitting Requests)

- Concerning the requests for technical assistance, the NDEs play a key role as the focal points in their respective countries for the CTCN. Their responsibilities span from the request generation stage to the monitoring and evaluation of the technical assistance or activities implemented in response to the request.
- Requests for technical assistance should:
  - Be selected based on consensus (stakeholders consultation) at national level.
  - Be linked to existing climate change activities in the country.
  - Be selected in accordance in the eligibility criteria also taking account the prioritization criteria.
- The NDE must verify that the request is in line with the country's development priorities (at national or sub-national level).
- It is important for the NDEs to consider priority sectors and technologies in line with the country's development plan/strategy/vision.
- Guiding principles for CTCN assistance (also eligibility criteria):
  - The proposal increases resilience or contributes to climate change mitigation and is in line with national plans.
  - The proposal improves national capacities. This principle guarantees that capacities developed by the CTCN assistance belong to the host country according to specific national characteristics.

The requesting country will ensure that adequate monitoring and evaluating processes are in place.

- The request must be signed and send by the NDE using the request submission template.

**Exercise 5:** Participants were split into groups and given a draft narrative of two different requests and were asked to fill in and complete the CTCN request submission form, following the completion of the exercise participants were given the actual request for comparison.

The day was then concluded with housekeeping announcements for the following day.

## Session Seven: Summary of the first day – Manfredi Caltagirone

A comprehensive outline of the previous days training with a review of exercise 5 were participants were divided into groups and given a draft narrative of two different requests and were asked to complete the CTCN request submission form.

At the conclusion of the exercise the participants were given a copy of a refined request form for comparison.



Figure 3 Fiji's wind turbine installation



### Session Eight: NDE Manual (2) – Jason Spensley

#### Presentation of the request response processes/steps (Prioritization criteria, CTC Request Processing, Response Implementation)

- The CTC is the main interlocutor of the NDE during request processing. The CTC will liaise with the NDE, the applicant and experts/organizations involved.
- Once a request is received by the CTC, the request is logged into the CTCN tracking system and is assigned a request tracking identification number.
- Once it has been logged, the Climate Technology Manager of the CTC will check whether the request is eligible, clear enough and matches the scope of assistance the CTCN. The request is then also assessed against the request prioritization criteria.
- Once the NDE has provided the necessary clarifications regarding the request (if it was needed), the Climate Technology Manager will conclude the appraisal of the request and send a formal confirmation to the NDE indicating either the request is eligible or not.
- For each eligible request, the Climate Technology Manager will establish a Request Expert Team (RET) with experts from the Consortium. This RET will lead the refinement of the request and the development of response plan in consultation with the NDE and the applicant. The response plan will detail the Terms of Reference of assistance including the scope of assistance, the schedule of key deliverables, and an estimated budget.
- Once the response plan is developed and agreed to by the NDE, the CTCN will select an organization from the CTN or the Consortium to deliver the technical assistance activities agreed to in the response plan. If the budget of the request is over 50k\$, the CTCN will conduct a limited tender/call for proposals in the CTN.

### Session Nine: NDE Manual (3) – Manfredi Caltagirone

**Exercise 6:** Participants were divided into groups, while the resource persons chose to play the role of the 'request proponent' within the three groups using specific country request submission applications from exercise 4. It was the role of the request proponent to approach the NDE, who were the country participants, to ask for support. The NDEs were support to describe their role and responsibility and how they could support a request proponent.

#### Presentation on Monitoring and Evaluation for CTCN

- Monitoring and evaluation of the results of the request are crucial to:
  - Guarantee the quality of services provided by CTCN
  - Demonstrate the aggregate value of the CTCN assistance.
  - Show the learning process.
  - Facilitate independent revisions of the CTCN performance
  - Provide security and confidence to the parties and donors.
- The NDEs (in collaboration with relevant national stakeholders) must monitor the quality of the assistance provided in order to provide feedback to the CTCN.
- Impact and assessment of the proposal: Once the assistance is completed, the CTCN and the NDE may jointly agree to elaborate a plan to monitor the impact of the assistance and the results in the country.

### Session Ten: Closing

By midday the final presentation had conclude and the training was official closed by the host SPREP and partners UNEP and the CTCN.



Figure 4 HE Anote Tong President of Kiribati with the SPREP Director General at the Pacific Energy Summit

## Annex 1: Participants list

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## Annex 2: Resource Persons

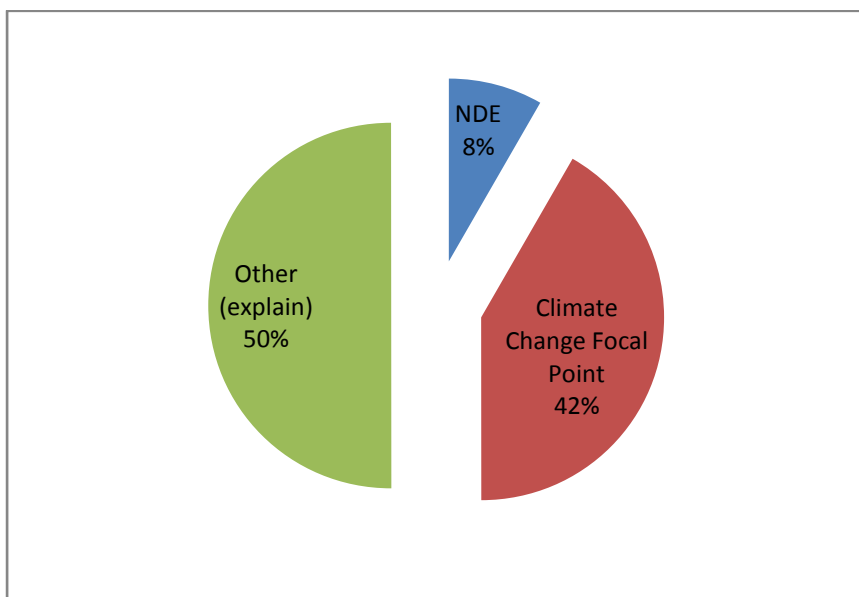
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### Annex 3 Workshop Evaluation

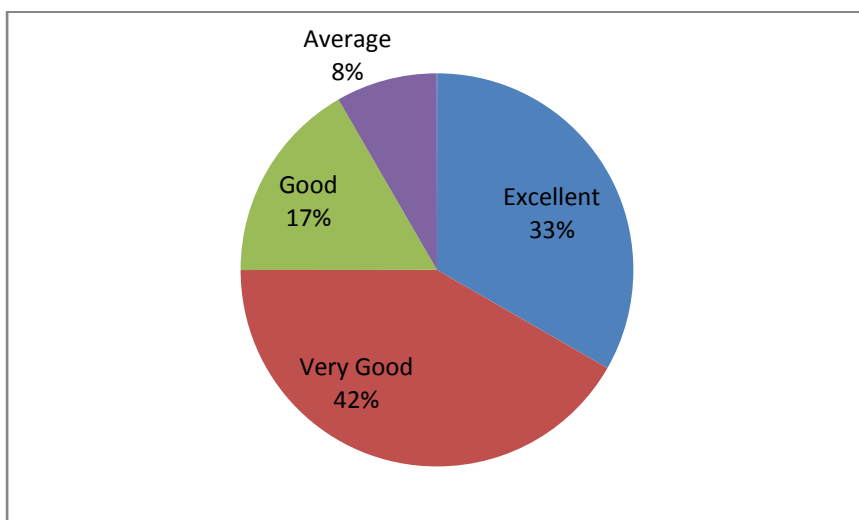
Overall the participants were pleased with the content and presentations from the training, this was a new area for most if not all participants. The majority of participants were from member countries of SPREP however not all were the national climate change focal point, others were from the country's Ministry of Finance or the National Designated Entity (NDE), and the remaining participants were from an Overseas Development Assistance agency, a manager of a GEF project, private sector and an NGO.

CTCN Evaluation responses

1. *In what capacity did you attend this training workshop?*



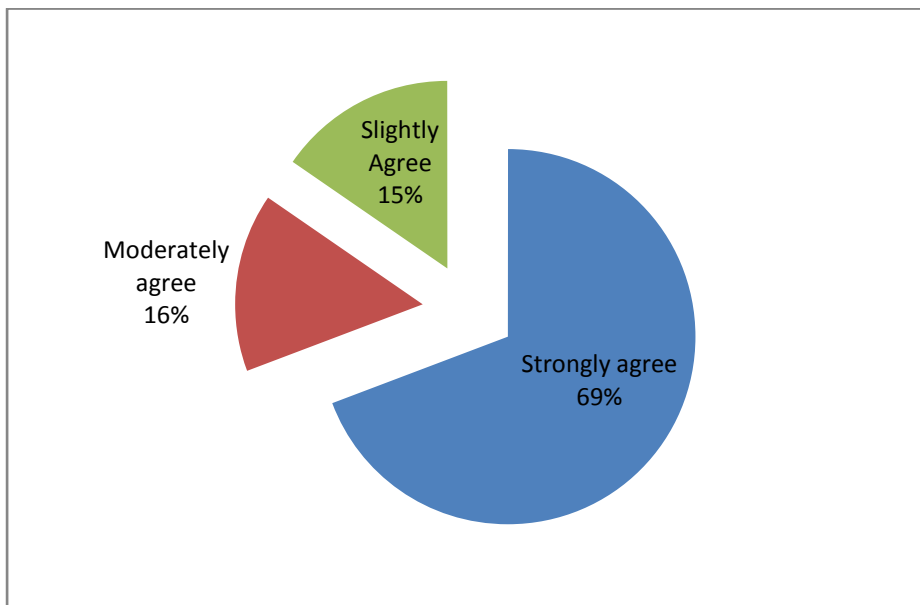
2. *What is your overall assessment of the training workshop?*



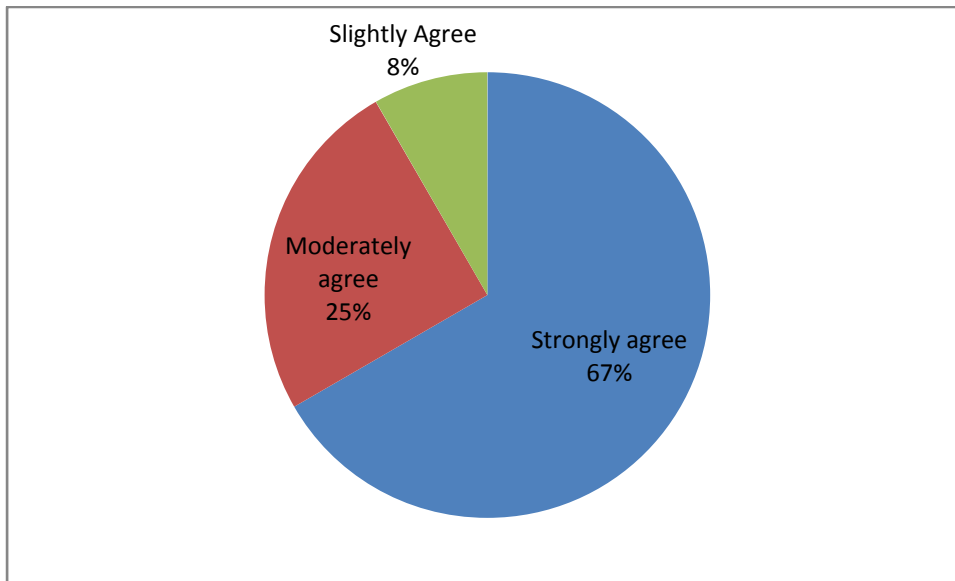
## Q2 Comments:

- Short and precise – good examples used.
- Before the workshop I wasn't familiar with the full range of CTCN functions and services, the presentations enhanced my knowledge of CTCN
- Very comprehensive coverage of the CTCN, objectives, networks, services and opportunities. Training was very interactive and relevant.
- Excellent – first time to know there a network that exists as these are the types of assistance that is really needed in the Pacific Islands
- Good delivery of materials and sharing of information
- The presentations were over whelming long and repetitive
- Could be done in just one day instead of a day and a half
- Provided good information about CTCN and hence have a good understanding of CTCN now
- I now understand the work of CTCN and the range of experts that can be acquired
- Very clear, good interaction with facilitator and participants, well resourced and good distribution
- Appreciate to have learned a lot about CTCN; CTCN roles and responsibilities, putting up the proposal; the type of proposals to submit and the network system

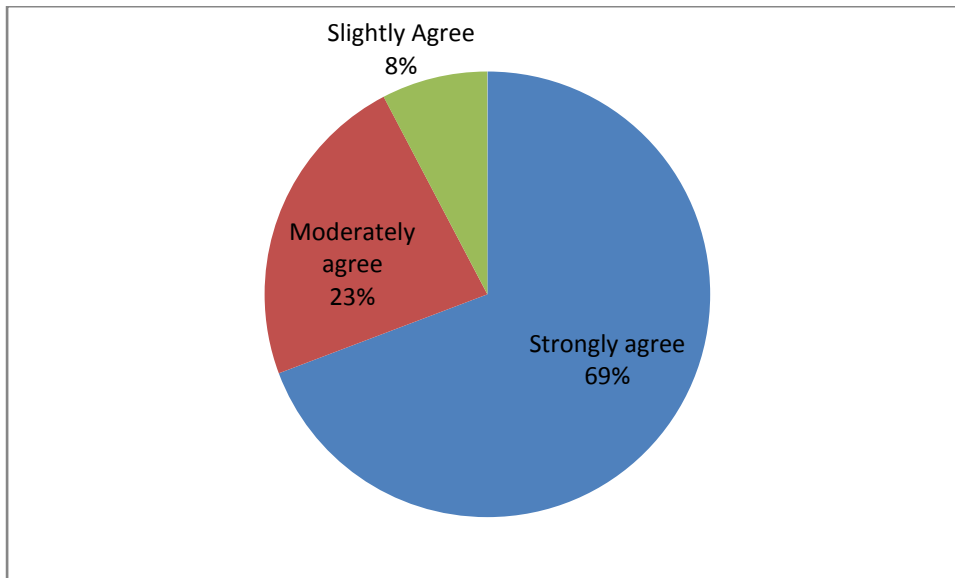
### 3. *The content of the workshop was comprehensive and logical?*



4. *The workshop met the stated objectives*



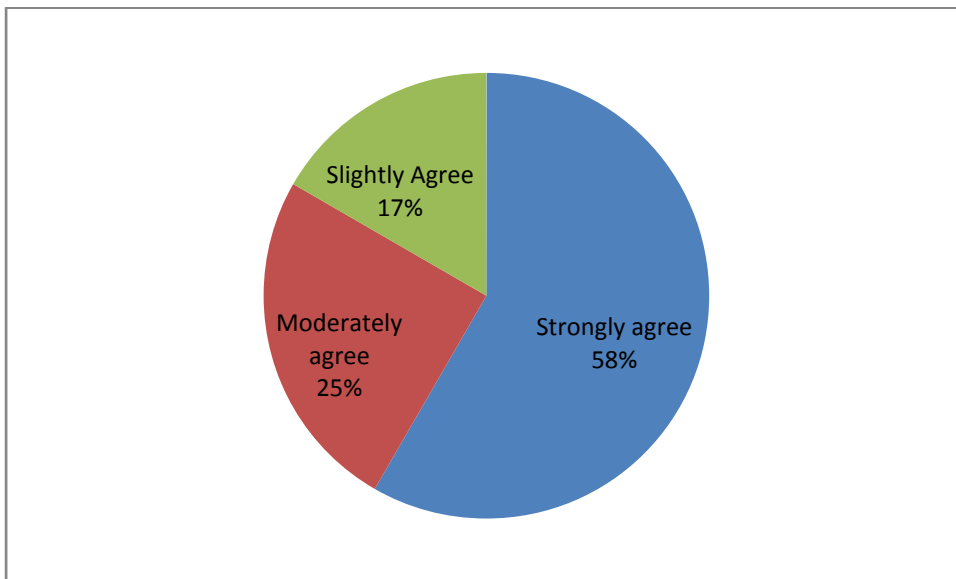
5. *The presenters and trainers were knowledgeable and prepared*



6. The materials presented in the training workshop (PPTs, handouts etc) were:



7. The materials presented in the training workshop are valuable for my future work

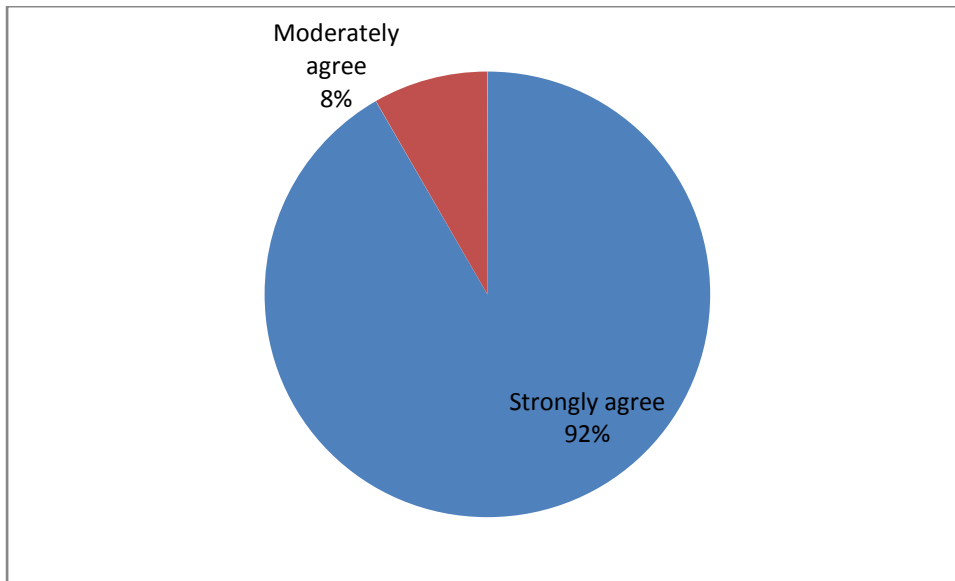


**Q7 Comments:**

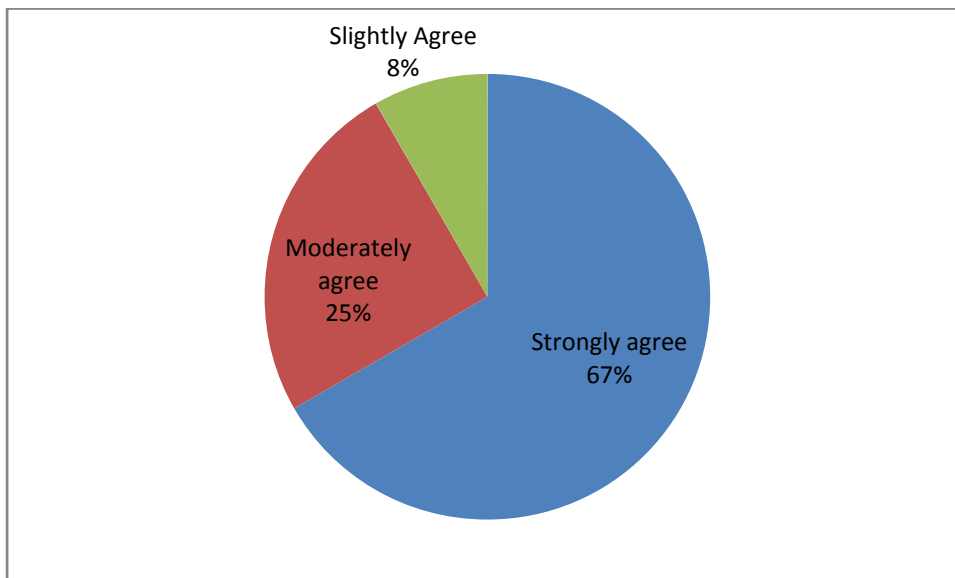
- Will use them as a reference



8. *The training workshop contributed to my understanding of the CTCN and its services*



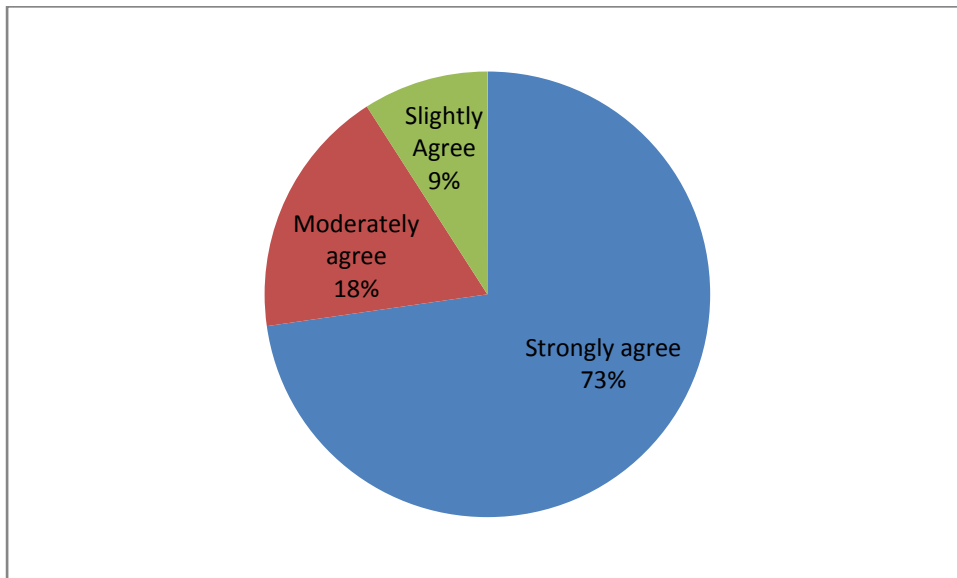
9. *The training workshop contributed to my understanding of the NDE role and responsibilities*



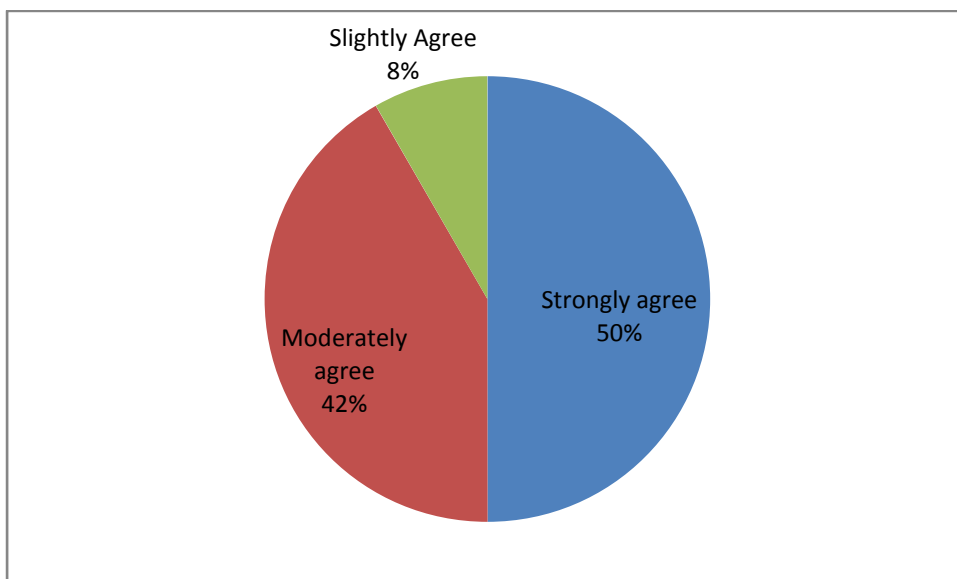
**Q9 Comments:**

- Moderate rating - Partly because I missed some sessions

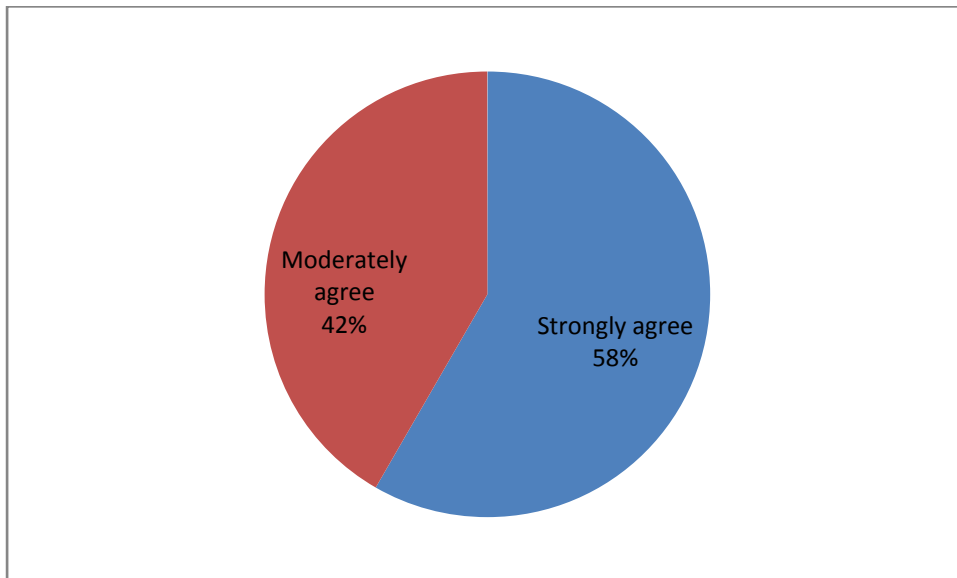
10. The training workshop increased my awareness of the CTCN knowledge management system



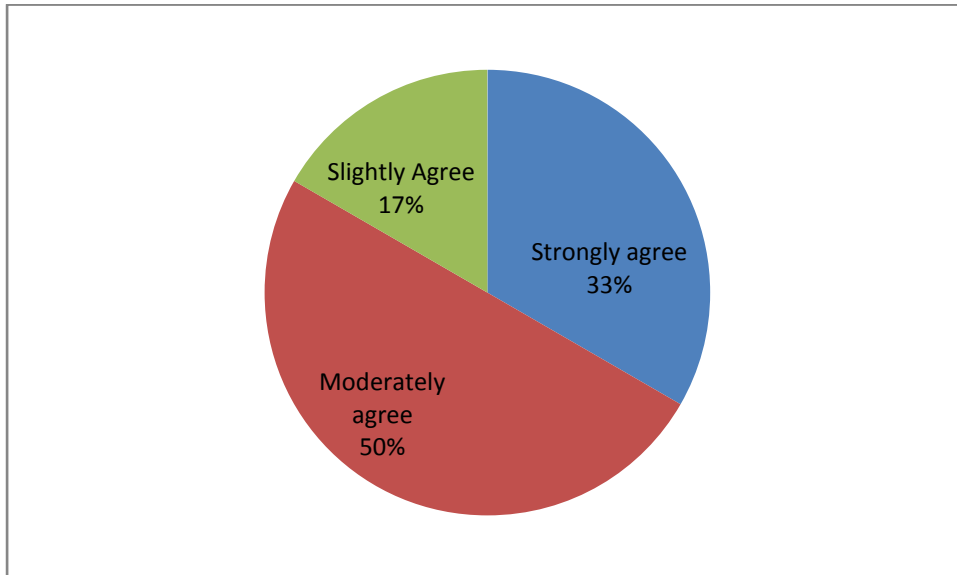
11. The training priorities enhanced my capacity to link CTCN activities with national priorities



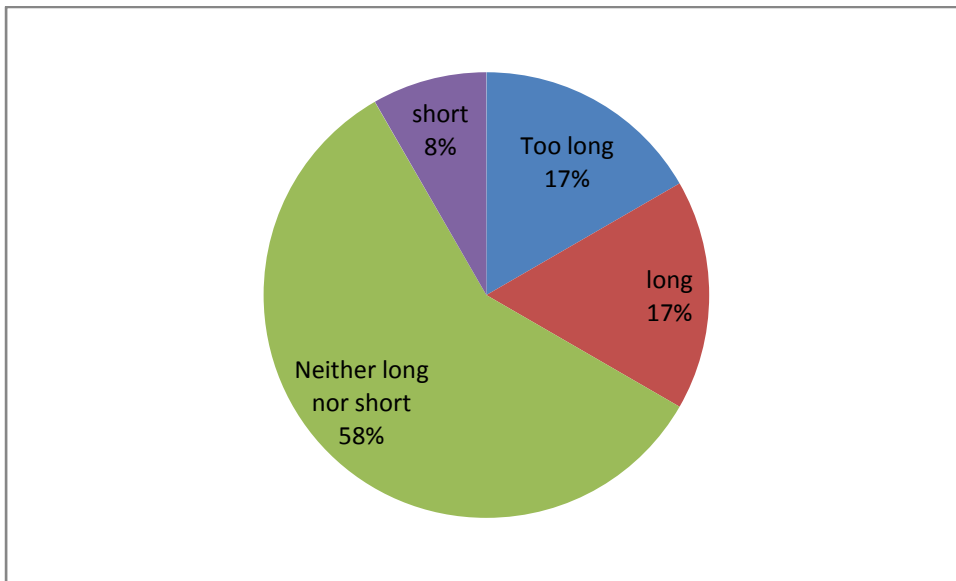
12. The training workshop contributed to my understanding of the CTCN request- response process



13. The group exercises were appropriate to my needs



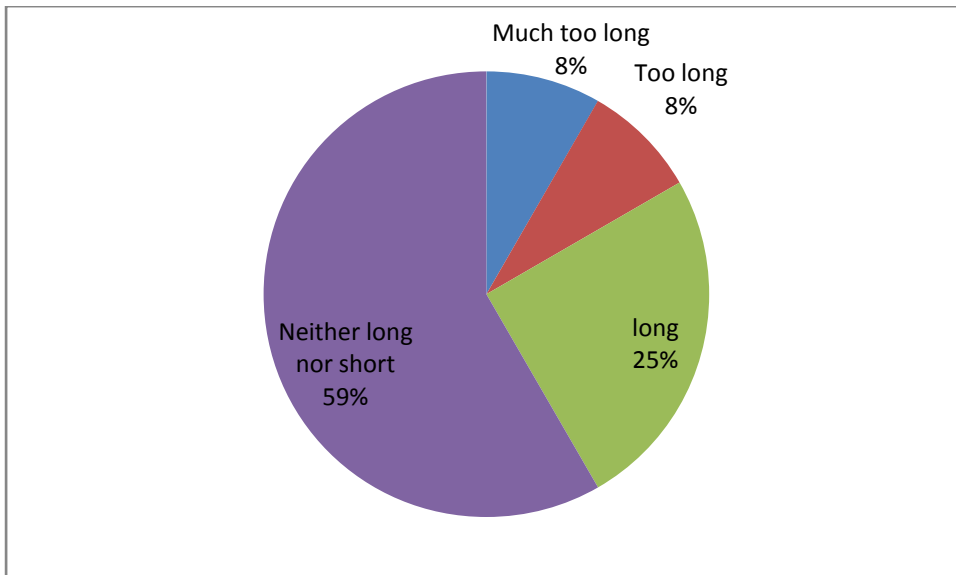
14. The length of the training workshop was:



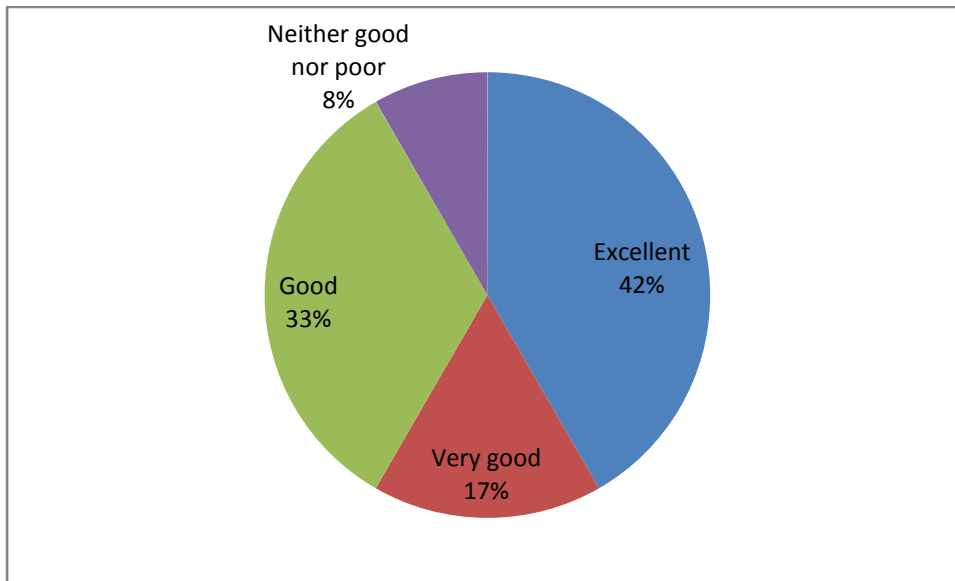
**Q14 Comment:**

- The challenge was it came at the end of a long workshop

15. The length of sessions were in general



16. The workshop location was:



17. The workshop facilities were:



18. What specifically did you like most?

- The clear presentations and the one to one discussions held with the facilitators
- Being talked through the CTCN manual and associated processes
- Comprehensive information, ie it was not lacking in any way
- All sessions were excellent, well presented, facilitators were very well prepared
- Sharing of information, useful examples
- The presentations were very informative
- A lot of information on CTCN was provided



- The role play sessions towards the end of the workshop
- The briefing materials available and group discussions
- The mixture of presentations and group activity
- Role play helped get clear understanding of CTCN
- Putting together the proposal

19. *What specifically did you like least?*

- It came at the end of a long workshop
- The workshop was held back to back with an intensive session on AF proposals therefore was quite draining overall, particularly when it came to CTCN sessions. Suggest that there be separate and focused CTCN workshops next time and not held back to back with other thematic areas
- Lack of examples (or that I missed that session when these examples were presented)
- None
- The presentations took too long
- Too long and kind of dragging in some areas
- none

20. *What would you recommend be improved for NDE workshops in other parts of the world?*

- Run the workshop as a sole training plus use more examples relevant to the region
- Look to having focused country workshops rather than regional training ones to facilitate better understanding of CTCN and NED responsibilities to a wider national audience
- Provide case studies clear with pictures, success stories from across the whole supply chain
- Yes, I would recommend this kind of training be done every 2 years, to learn the lessons learned from other Pacific Island countries
- More local examples
- Shorten the presentations
- So far so good
- Regional workshop targeting NDE's prospect
- Perhaps need to visit countries nationally

21. *What would you recommend be the topics of a future NDE workshop in SIDS from the Pacific?*

- More on types of information requested and how this was used by the applicant
- Examples and success stories from the Pacific and Caribbean
- Oceans, food security, infrastructure
- What the NDE is and does
- How to access the request provided by proponent to NDE and hands on exercises
- CTCN feasible projects
- The types of support provided to Pacific countries, what was learned and what worked versus what did not
- More concrete examples

22. *What are the things you will do differently based on what you learned by participating in the training workshop?*

- CTCN is now registered in country as another supporting source for adaptation/mitigation projects. This will be registered and made known to other project managers and stakeholders.
- Disseminate widely information gained through the national climate change stakeholder workshops
- How to sell CTCN, how to involve networks that are real and working, such as CTCN in capacity needs workshops
- I would recommend the CTCN to be utilised by climate change divisions specifically – assist with their proposal writing and capacity building on the areas of climate technologies
- Methods to approaching a problem; consult CTCN NDE's
- More energy boosting activities and less food
- Some idea as to what questions should be asked to people who come to sell us technology; inform the line ministries and other organisations of CTCN services
- Training had good flow, easy to relate to topics, common threads all through out
- Just spreading the word about CTCN

## **Annex 4: Agenda 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.

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

<b>Day 2</b>	
<p><b>9.00 – 10.00 Session 7–Summary of Day 1</b></p> <ul style="list-style-type: none"> <li>• <i>Summary of Day 1 (30 min)</i></li> <li>• <i>Review of Exercise 5 - group exercise: filling in the request template (30 min)</i></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
<p><b>10.00 – 10.15 Coffee break</b></p>	
<p><b>10.15 – 11.15 Session 8 - NDE Manual (2)</b></p> <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>• <i>Discussion (35 min)</i></li> </ul>	Jason Spensley

<p><b>11.15 – 12.30 Session 9 - NDE Manual (3)</b></p> <ul style="list-style-type: none"> <li>• <i>Exercise 6 - group exercise: Request generation (45 min)</i> 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>• <i>Presentation 3: M&amp;E for CTCN (15 min)</i></li> <li>• <i>Discussion (15min)</i></li> </ul>	<p>ManfrediCaltagirone</p> <p>Rajiv Garg</p>
<p><b>12.30 – 13.00 Evaluation and closure</b></p> <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>	<p>Jason Spensley</p> <p>ManfrediCaltagirone</p> <p>Rajiv Garg</p>