Summary of the Second Training Workshop for National Designated Entities (NDEs) of the Climate Technology Centre and Network (CTCN)

The Climate Technology Centre and Network (CTCN) held its second training workshop for National Designated Entities (NDEs) in Nairobi, Kenya, from the 5th to 7th of March 2014. The aim of this training was to share perspectives and initiate a dialogue with NDEs from Anglophone countries in Africa, 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 21 participants from governments and technical institutions, representing nominated NDEs or national UNFCCC focal points from 20 countries. Resource persons included representatives from the following CTCN Consortium partners: United National Environment Programme (UNEP), United Nations Industrial Development Organization (UNIDO), the World Agroforestry Centre (ICRAF) and the Council for Scientific and Industrial Research (CSIR), as well as other partners/collaborators: representatives from the UNDP-UNEP Poverty and Environment Initiative, the Secretariat of the United Nations Framework on Climate Change (UNFCCC) and DNV-GL. 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.

This report summarizes the key points and recommendations from the workshop. The agenda of the training workshop, lists of participants and resource persons and feedbacks from the participants are shown in the Annexes at the end of the document.

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

DAY 1 : SCENE SETTING

Session 1: Opening

- *Welcome address - Tony Simons, Director General, ICRAF*
  - o Access to relevant information is essential for governments' policy planning and decision-making. Knowledge management is about connecting people to people and people to knowledge: NDEs can be instrumental in creating and sharing knowledge on climate technologies and climate change.
  - o It is important to involve the private sector and take into account the gender dimensions in this process.

- *Welcome address – Jukka Uosukainen, Director, CTCN-UNEP*
  - o The CTCN is now operational and can provide developing countries with technical assistance through the NDEs who are the backbones of the whole process.
  - o NDE nomination is a preliminary and necessary step for countries to access CTCN services. Technical assistance cannot be provided to countries that have not nominated their NDE.
  - o So far, a number of countries have been approaching the CTCN to discuss possible assistance, although some of them have not designated an NDE yet.
  - o If the same kind of request is coming from neighboring countries, the CTCN may adopt a regional approach and bind requests together.

- *Welcome address – Keith Alverson.,UNEP Climate Change Adaptation and Terrestrial Ecosystems Branch*
  - o This training is designed to be interactive, to discuss and share ideas, concerns and needs related to the CTCN and the transfer of climate technologies.
  - o To reach objectives on climate technology transfer, funding is not enough. Knowledge and expertise, which are the cornerstone of CTCN work, are also essential to follow a low carbon development pathway and become more resilient to climate change.

- *Welcome address – Poko Bokanga, UNIDO*
  - o The CTC will assist and facilitate inclusive and sustainable industrial development by helping developing countries move towards solutions that minimize their contribution to climate change, and help them adapt to its negative impacts.

Session 2 - The CTCN - Manfredi Caltagirone (UNEP)

- *Presentation and update on CTCN (History of the CTCN, Status of the CTCN, The Centre, The Network)*
  - o CTCN origins and mission
  - o Functions and structure
  - o 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.

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- o 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 and ongoing and past work,
  - ▪ 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 training and networking events.
  - ▪ Liaison between CTCN and country's stakeholders
  - ▪ Coordinate CTCN activities in the country
  - ▪ Perform CTCN outreach to institutions and organizations in the country
  - ▪ Coordinate participation of country representatives in CTCN programmes
  - ▪ Report on the effectiveness of CTCN support and overall progress in climate technology transfer in the country.
- o The Climate Technology Network
  - ▪ All NDEs are Network members – the extent of the role of an NDE in the Climate Technology Network will depend on the nature and capacity of the NDE
  - ▪ 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
- o 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 → response plan → implementation → reporting and evaluation

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- • *Discussion*
  - o **NDEs role and responsibilities**
    - ▪ NDEs are the bodies granted responsibility by each Party to manage technology collaboration activities supported through the CTCN. COP decisions provide only limited guidance on the roles of NDEs, leaving these issues to each Party to determine.

    - ▪ It is hoped that NDEs will ensure that support provided by the CTCN is well coordinated at the national level with other processes that address climate change, including ensuring engagement of relevant ministries, thought-leaders, key decision-makers, focal points for other UNFCCC mechanisms, the private sector, civil society, international development organizations and academia as relevant. NDEs are also encouraged to build a national network for climate technology actions, promote CTCN

activities and services in their country, and disseminate climate technology-related plans, policies and information.

- o **Requests to the CTCN**
  - If the CTCN receives the funding it budgeted for the next 5 years, it will respond to at least 300 large requests and 250 smaller requests.
  - The CTCN will provide technical assistance (either in situ or remotely) through experts from the organizations that are part of Climate Technology Network or the CTCN Consortium.
  - NDEs are the only entities that can submit requests to the CTCN.
  - The CTCN cannot provide direct funding to the countries, but it can help countries develop a proposal to access funding from international financial institutions or from the private sector.

- o **Capacity building to NDEs**
  - The CTCN can help the country design and administer a capacity building course but cannot provide direct funding to the country for such activities. If there is a need for several countries to have capacity building, the CTCN could consider having a regional course. E-learning courses on climate technology on various topics will soon be available through the CTCN knowledge management system platform.

- o **Quiz on the CTCN**

  Winner of the quizz: Shamiso Najira, Malawi

Session 3: [The CTCN services](#) – Yuko Nagata (UNIDO)

- *Presentation of CTCN Services (services related to all functions with concrete examples)*
  - o Objectives of the CTCN: Support the identification, use and widespread deployment of environmentally sound technologies in developing countries by: (i) Removing barriers hindering transfer of technologies and (ii) Enabling informed choices about climate technologies
  - o The CTCN facilitates the transfer of these technologies through three core services, which will be attuned to demands as they emerge:
    1. Provide technical assistance to developing countries to enhance transfer of climate technologies
    2. Provide and share information and knowledge on climate technologies
    3. Foster collaboration and networking of various stakeholders on climate technologies
  - o Approach: CTCN services are catalytic; country-driven; capacity-builder; collaborative; responsive
  - o IPCC definition of climate technology: "Any equipment, technique, practical knowledge and skills needed for reducing GHG and adapting to climate change (includes hardware, software and orgware)"
  - o IPCC definition of technology transfer: "Technology transfer encompasses the broad set of processes that cover the flows of knowledge, experience, and equipment for mitigating and adapting to climate

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change among different stakeholders. It comprises the process of learning to understand, utilize, and replicate the technology, including the capacity to choose it, adapt it to local conditions, and integrate it with indigenous technologies." It includes learning to understand, choose, utilize, adapt and replicate technology.

- o The first core service is responding to direct requests for technical assistance submitted by developing countries through their National Designated Entities, or NDEs. Technical assistance can be provided along all stages of the technology cycle: from identification of technology needs, through assessment, selection and piloting of technological solutions, to assistance that supports their customization and widespread deployment.
- o The other two core services – information and knowledge sharing, and networking and collaboration – are not triggered by specific country requests, but rather initiated based on common needs identified by the CTCN and other stakeholders. As an example of these CTCN driven services, the CTCN is providing training for NDEs in order to ensure that they are fully prepared and able to play their roles and in a position to make optimal use of CTCN services.

Session 4: The National Designated Entities (NDEs) – Jonathan Duwyn, UNEP

- *Presentation on NDEs Roles and Responsibilities (emphasizing on the idea of national "climate technology champions"),* Jonathan Duwyn, UNEP
  - o Being an NDE is not only about submitting requests but also about facilitating and monitoring the implementation of CTCN assistance. NDEs have to 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.
  - o 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
    - Strengthening networks, partnerships and capacity building for climate technology transfer in the country

- *Presentations from NDEs on their establishment/set-up*
  - o NDE South Africa (Magamese Mange, DST)
    - The Department of Science and Technology (DST) was nominated as NDE in January 2014
    - The "Socio-Economic Innovation Partnerships" programme of DST has a component on Environmental Services and Technologies whose objective is to identify, grow and sustain a portfolio of high-potential science, technology and innovation capabilities for sustainable development and the greening of society and the economy. This department will be in charge of the CTCN
    - Future planning includes: setting up the structure of NDE, additional budget allocation, secure commitment from identified key government departments, private sector and other institutions, establish steering committee/advisory council, identify network organisations, undertake three

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national workshops to engage with relevant stakeholders, develop guidelines on interpretation and evaluation of submissions, integrate climate change related legislation and programmes
- o NDE Kenya (Arthur Onyuka, KIDRI)
  - KIRDI (Kenya Industrial Research and development institute) has been mandated to be the NDE in Kenya
  - Current status: Developed draft Terms of Reference, identified key stakeholders, developed draft criteria for membership & governance structure, created NDE E-mail
  - NDE in Kenya will engage with: (i) Government Departments & Other Entities; (ii) Universities, R&D Institutions, Colleges; (iii) Private sector including SMEs, Entrepreneurs
  - Anticipated challenge: Resources to cover administrative and operational costs
  - Expected launch of the NDE: June 2014

- *Discussion*
  - o **Becoming an NDE**
    - There is no formal criteria for selecting the NDE, it is the country's decision
    - To nominate their NDE, countries must have their National Climate Change Focal Points write to the UNFCCC Secretariat communicating the name of the person or institution selected as NDE.
    - The CTCN team developed a paper providing some thoughts and suggestions that countries might find helpful in defining the roles of their NDEs.
  - o **Intellectual Property rights**
    - The World Intellectual Property Organization (WIPO) is supporting the CTCN on issues relating to intellectual property rights.
  - o **Challenges faced by recently established NDEs**
    - One of the bigger constraints is to get the stakeholders interested because of "workshops fatigue".

- *Exercise*

Q1. What excites you about your role as an NDE?
- Build capacity of stakeholders
- Unlock the "forgotten" research/results
- Facilitate an effective transfer of technology
- Mainstream climate technologies in national plans
- Country ownership
- Wider stakeholder collaboration (Government, private sector, academia)
- Provide an enabling environment to link climate change issues without duplication to development
- Coordinate the process that will assist unlock the barriers blocking technology transfers in an innovation process
- Being the interface between CTCN and the relevant national stakeholders
- Becoming climate technology champions – The "Go-to" person
- Make a difference in my country for developing technologies that are sustainable
- National recognition
- Make a difference that impacts on development ➔ providing leadership

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Q2. What do you need to shine in the role?
- High level support to effectively perform my role (from the government and private sector)
- Good knowledge on the technologies we want to disseminate
- Strong coordination skills
- Clear institutional arrangements at national level
- Project development skills
- Political will and enabling environment to synthesize stakeholders
- Identify mechanisms for networking and public awareness
- A good understanding of roles for country needs
- A good enabling environment (funding, logistic and infrastructure)
- Institutional stability/Continuity

Q3. What are the challenges you face in your countries to implement technologies?
- The policy framework already in place is not an enabling environment (not a priority and not enough interest in climate change)
- Implement financial incentives is difficult (ex: convince the Ministry of Finance to put incentives promoting friendly technologies for example renewable energies)
- Technical assistance for business plan development to source funding
- Technical assistance for in-country technology development
- Feasibility studies for prioritized technologies
- Feasibility study on tree-planting in the desert using salty water
- To establish a course on climate technologies
- Promoting/marketing model to diffuse existing technologies
- Capacity building among stakeholders in specific sectors (green energy, water and food security)
- Undertake TNAs
- Develop policy that promote investment in climate mitigation technologies
- Assistance with proposal to enhance public awareness in critical sectors
- Proposal to assist us in reforming regulatory frameworks for effective technology transfers

Session 5 - [The CTCN KMS](#) – Manfredi Caltagirone, UNEP

- *Presentation of the KMS and its features (Adaptation and Mitigation resources, Technical assistance hub, Capacity building hub)*
  - 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 of technical assistance requests submitted by NDEs 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

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- o Facilitating web-based, peer-to-peer learning and training across communities of practice and matchmaking with programs that offer additional assistance
- o Technical assistance hub – three levels of technical assistance (CTCN technical assistance, ask an expert, help desk)
- o The beta version of the KMS database (http://ctcn.openei.org) currently contains over 400 resources spanning five priority sectors and growing: Agriculture, Forestry, Energy, Water, Industry
- o KMS Website: www.ctc-n.org (will be launched in the summer 2014)

- • *Discussion*
  - o **Sharing lessons learned and best practices from CTCN technical assistance**
    If the CTCN manages to show that the results of technical assistance are solid enough, there is no reason why these results should not be used by others. We might publicize all the results but it depends on the quality of the response, which depends also on the quality of the request.
  - o **Potential funding sources**
    There is no clarity on whether the Green Climate Fund will have a specific technology funding window. CTCN would be very pleased to have a window with the Green Climate Fund. If we have strong proposals and results, there will be more chances to get funding.

Reception

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DAY 2: ALIGNMENT BETWEEN CTCN ACTIVITIES AND NATIONAL PLANS AND POLICIES, STAKEHOLDER ENGAGEMENT, BUILDING AND NURTURING NETWORKS AT NATIONAL LEVEL

Session 6 - Linking CTCN activities with national priorities and mechanisms under the Convention - Amath Pathe Sene, UNDP-UNEP PEI & Vintura Silva, UNFCCC

- *Overview of approaches used to ensure that NDE and CTCN activities in the country are in line with national development goals*
  - 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…)
    - Link the request to existing processes and opportunities donor/development partner interests, national investment plans
  - NDEs support the CTCN functions at national level by linking CTCN technical assistance to: (i) National policies and strategies, (ii) National plans and budget and (iii) National programs and projects.
  - Identification of key actors (National government, sector ministries, subnational authority) and key documents and processes (poverty reduction strategy paper, national development plan, MDG-based development strategy, national budget allocation processes, public expenditures review, decentralization policies…) are very important.
  - Mainstreaming CTCN functions into national planning processes: Consultations → Planning → Budgeting → Implementation → M&E - all this together with the key actors.
  - It is important that the NDE works closely with the ministries of economy, finance and planning as well as donor coordination groups in the country.

- *Discussion*
  - A good approach to facilitate mainstreaming climate change into national policies and budgets is to demonstrate the economic benefits of investing in climate change related projects. In this respect, the Climate Change public expenditure review can be useful to assess how much the country is investing in climate change related projects. Engaging parliamentarians and the general public is instrumental.

- *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 (*Vintura Silva, UNFCCC)
  - Harmonisation amongst Tools and Mechanisms
    - Avoid duplication of efforts in the planning process of countries
    - Enhancing implementation of mitigation and adaptation initiatives
  - Benefits to the work of NDEs and CTCN
    - Overcome challenges in financing

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- High-level attention
- Accelerate implementation
- Help rationalize output from the processes

- o Warsaw: All Parties have been requested to prepare "Nationally-determined Contributions". These can build on Nationally Appropriate Mitigation Actions (NAMAs), Technology Action Plans (TAPs) and other national strategies (NAPs, LEDS, Sectoral policies and strategies)
- o Funding for mitigation: Supported NAMAs, Clean Development Mechanism, REDD+, GEF, GCF, etc.
- o Funding for adaptation: Adaptation Fund, GEF, GCF
- o As an NDEs it is important to link with the National Adaptation Plan (NAP) process
- o How to tell our climate change stories is crucial. CTCN is the right avenue to showcase success stories.

Session 7 - Establishing and nurturing networks – Bob Scholes, CSIR

- *Overview of approaches for establishing and nurturing networks*
  - o Networks are an appropriate structure for addressing complex issues in which there are many affected parties, none of whom can solve the issue by working alone, and many linkages between them
  - o Disadvantages of a network: (i) Accountability can be unclear, (ii) Coordination may be problematic, (iii) High and often hidden transaction costs and (iv) Can be an excuse not to build the proper institutions, right from the start
  - o Membership rules for networks: Must subscribe to the objectives of the network and agree to collaborate
  - o Make sure you are more inclusive than exclusive but beware taking on liabilities not justified by their value addition
  - o Minimizing transaction costs can be made through optimal and focused meetings, clear deliverables, clear and simple arrangements, simple financial management…
  - o This is all about project management at the end. Conclusion: "On brief, On budget, On time"

- *Discussion*
  - o At national level, NDEs mainly need to network with key stakeholders in the country, identify champions and allies in key stakeholder groups to ensure engagement and support for climate technology deployment.
  - o When suitable and feasible, NDEs should use existing consultation and coordination mechanisms in the country to outreach, communicate and engage decision makers.
  - o As members of the Climate Technology Network, support knowledge and information sharing, peer learning and collaboration with other NDEs.

Session 8 - Stakeholder engagement and national consultations – Bob Scholes, CSIR & Manfredi Caltagirone, UNEP

- *Overview of stakeholder engagement and national consultations: importance, tools & methods, and expected results*
  - o Role play exercise

- *Discussion:*

- o The number of stakeholders to engage is important to take into considerations because of the transaction costs.
- o There are various levels of engagement, and not everyone needs to be engaged at the same level.

Session 9 - [Mainstreaming gender into CTCN activities](#) - Therese Niyondiko, UNDP-UNEP PEI

- *Overview of approaches used to mainstream gender issues*
  - o Taking into account gender into the fight against Climate Change is very important. It improves livelihood and thus people become less dependent on natural resources. Gender equality also leads to economic development
  - o Mainstreaming is not about adding a component on women in a request. It has to be a complete and inclusive approach: it has to be part of the design and project implementation, M&E.
  - o Approaches and tools are already available.

Discussions and wrap-up of day 2

- o The second day was focused on the alignment of the CTCN with national priorities, the potential of the catalytic effect to unlock investment and buy-in of stakeholders. Presentations were made on the identification of entry points to achieve these alignments.
- o Approaching stakeholders and raising their interests can be challenging for NDEs. A coordinated approach can help engaging stakeholders and unlocking funding, for example through linking and collaboration with other focal points, creating networks at national level.

DAY 3: TRAINING ON REQUEST – RESPONSE FUNCTION

Session 10 – [NDE Manual](#)

- *Presentation 1: Presentation of the request response processes/steps (Generating and Submitting Requests, Prioritization criteria)*
  - o Generating a request requires a stakeholder consultation, to ensure linkage with existing climate change programs and to demonstrate that the request respects the eligibility criteria: (i) Contribute to increase resilience and/or mitigate emissions and aligned with national plans; (ii) Enhance endogenous capacities and (iii) Processes are in place in the country to monitor and evaluate any support provided.
  - o Requests must be submitted using the request submission template provided by the CTCN. The request must be clear, concise and to the point.

- *Discussion*
  - o **Signature of the request**
    - ▪ The request needs to be signed by the NDE
  - o **Monitoring and evaluation of the assistance (M&E)**
    - ▪ M&E plans are crucial to ensure sustainability of the request through national follow-up actions.

- *Presentation 2: Presentation of the request response processes/steps (CTC Request Processing, Response Implementation)*

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- o Request processing overview: The CTC is the main interlocutor of the NDE during request processing. The CTC will liaise with NDE and experts/organizations.
- o Request specification: 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. The objective of request specification is to make sure the request is eligible, clear enough, matches the scope of assistance the CTCN, etc. The submitted request is also assessed against the request prioritization criteria.
- o Request confirmation: Once the NDE has provided the necessary clarifications regarding the request, 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.
- o Preparation of the response plan: The Climate Technology Manager matches the knowledge needs of the request with the knowledge and expertise available in the CTCN, including the Consortium Partners (based on sectoral and geographic expertise)
- o Delivery of the response plan:
  - ▪ Identification of the type of response (quick response or response project).
  - ▪ A response plan is prepared that details the Terms of Reference of assistance including the scope of assistance, the schedule of key deliverables, and an estimated budget. The NDE is contacted to confirm that the refined request and response plan meet the expectations of the NDE.

- • *Discussion*
  - o **Including budget in the request submission template**
    The request submission form doesn't include a budget since this will be determined depending on the expertise needed and the precise scope of activities that the CTCN with support. The budget will thus be decided at later stage by the CTCN, in line with its scope of assistance and mandate.

  - o **Expert team responding to the request**
    The expert team responding to the request will vary depending on the request and will be coordinated by the CTCN. The CTCN acts as the liaison between the expert team responding to the request and the NDE.

- • *Exercise : Reviewing Requests before Submission*
    Participants were divided into groups (on mitigation and on adaptation) and given incomplete sample requests. 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)

    Report from the groups:
- o Concerning the boxes to tick for the M&E, maybe rather than ticking the boxes, a space should be made for the NDE to explain how the M&E will be performed
- o NDEs should be able to explain their institutional capacity to do an M&E.
- o It is important to leave a space to explain what the country is going to do in terms of M&E and using which tools and instruments

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- • *Exercise: Request generation*
    Role playing - Participants were divided into groups, each group representing an NDE, resource persons played the role of an applicant/request proponent who approaches the NDE with an idea for a request.

    Report from the groups:

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- o Group 1: The request on cost benefit analysis of the energy sources was clear. We advised him to make the request using the CTCN template.
- o Group 2: It was a request from the Ministry of Health on pollution and GHG emission and cookstoves. We thought that he should do a request to assess the available technology to make sure that cookstoves are the best option for the country and that the project really looks at energy efficiency, livelihood, quality control… Once the ministry gets the guidelines, the next step would be to look at the community to build the stoves.
- o Group 3: It was a proposal on fishing from a group of women. They were proposing to assist women making more money than men. We advised her to do more consultations. She came back later with a new proposal on mangrove production using wastes from the fish. Mangrove can store carbon so we want to submit the request to the CTCN.
- o Group 4: The request was on buying equipment for weather forecast/early warning. We explained her that the CTCN cannot buy the equipment but they can be trained. We advised her to look for other stakeholders that can be interested and who could contribute a lot. We feel it is a good proposal for the CTCN.

- • *Presentation 3: Response Implementation and Evaluation*
    - o Importance of M&E and reporting on impacts
        - ▪ To ensure high quality, result-based services from CTCN to countries and outcome/impact reached
        - ▪ To ensure internal learning and improvement
        - ▪ To respond to COP reporting requirements for accountability and transparency
        - ▪ To facilitate independent reviews to evaluate CTCN success, by making data available and more accessible to the reviewers
        - ▪ To create trust and confidence among stakeholders, Parties and donor community
    - o Response implementation and monitoring: It is guided by the Response Plan
    - o Response delivery and evaluation: Consortium partners and Network Members evaluate response through final report highlighting the challenges and lessons learned. The NDE will evaluate the CTCN assistance received and the organization that provided the response assistance.
    - o Response impact and assessment: NDEs will report to the CTCN on national climate technology success stories, CTCN related activities and how these foster climate technology transfer in their respective countries. This reporting includes information on follow-up actions undertaken after CTCN support, and subsequent impacts in the country. If necessary, the CTC in collaboration with the NDE may decide to develop an Impact Monitoring Plan to follow-up and report on the impacts and benefits of CTCN assistance.

- • *Discussion*
    - o **Indicators**

      Countries are welcome to provide indicators, although this is not something mandatory at the request submission stage.

Session 11: Final discussion on NDE needs

Further information, training/capacity building needed on:
- o What types of services cant' be provided by the CTCN
- o Monitoring and Evaluation (it was suggested that the submission form could also include a logical framework and indicators to monitor response success)
- o Defining procedures and processes for NDEs
- o Policy analysis and identifying national strategies
- o Energy generation technologies and e-waste

Other support needed from the CTCN:
- o Communication materials about the CTCN to disseminate to stakeholders in the country (brochure, one-page sample letter, summary for potential users of the CTCN, etc.)
- o Online support available anytime. This will be provided through the CTCN helpdesk.

Other suggestions:
- o This training should be organized again once NDEs are nominated in remaining countries
- o A follow-up might be needed a bit later when NDEs have really started and met specific challenges
- o Information on the CTCN and communications packages should be available in several languages

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Annex 1: Participants List

Country	First Name	Last Name	Position	Organization	Email
Malawi	Shamiso	Najira	Chief Environmental	Malawi Environmental Affairs	Shamiso_b@yahoo.com
Tanzania	Geofrey	Bakanga	Senior Environmental Officer	Tanzania Vice president office Environment office	bakgef@yahoo.com
Gambia	Lamin	Jatta	Head of Department	GTTI	lamin@ymail.com
Namibia	Jonathan	Kamwi	Chief Conservation Scientist	Environmental Affairs Department - Namibia	mutauk@yahoo.com
Zambia	Carol	Mwape	Environment Management Officer	Zambia Ministry of lands, Natural Resources and Environment Protection.	cmwapezulu@gmail.com
Sierra Leone	Ogunlade	Davidson	Professor	Sierra Leone University	Bamford2012@googlemail.com
South Africa	Magamase	Mange	Deputy Director Environment and technology -South Africa	Department of Science and Technology-South Africa	Magamase.mange@dst.gov.za
Ghana	Joseph	Baffoe	Senior Program Manager	Environmental Protection Agency - Ghana	jabaffoe@gmail.com
Mozambique	Antonio	Uaissone	Chief Technology Development	Ministry of Science and Technology - Mozambique	Antonio.uaissone@mst.gov.org
Rwanda	Immaculee	Uwimana	Climate Change mitigation officer	Rwanda Environmental Management Authority	uwimana@rema.gov.rw
Uganda	Maxwell	Onapa	Uganda National Council for Science and Technology	Uganda National Council for Science and Technology	m.onapa@uncst.go.ug
Lesotho	Tsekoa	Maqhanolle	Weather forecast	Lesotho Metrological	relebohile@gmail.com
Liberia	Ophelia	Weeks	Professor/Dean	Liberia Environmental Protection Agency	weeksso@fiu.edu
Swaziland	Bafana	Simalane	Instrument Engineer	Swaziland metrological Department.	bafanasim@gmail.com
Egypt	Ahmed	Ibrahem	Researcher	Ministry of environment –Egypt	ccu@eeaa.gov.eg
Sudan	Dalal	Ebrahem	Researcher	Sudan	Dalal7999@gmail.com
Ethiopia	Mohammed	Mohammed	Director	Ethiopian Ministry of Environment and Forestry.	Mohali17us@gmai.com
Eritrea	Seid	Salih	National Climate change coordinator	Eritrea Ministry of Environment and Forestry	Seid_climate90@yahoo.com
Angola	Ivone	Pascoal	Environment officer.	Angola Ministry of Environment	Ivonesp.unominab@gmail.com
Kenya	Charles	Motori	Director	Kenya Industrial Research and development Institute.	dir@Kirdi.go.ke
Kenya	Arthur	Onyuka	Senior Researcher	Kenya Industrial Research and ddevelopment Institute.	arthur-onyuka@Kirdi.go.ke

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Annex 2: Resource Persons

	Name	Position/Organization	Email
1	Nina Rasaakka	UNEP DEPI, Kenya	nina.rassakka@unep.org
2	Manfredi Caltagirone	UNEP DTIE, France	manfredi.caltagirone@unep.org
3	Yugo Nagata	UNIDO, Vienna	y.nagata@unido.org
4	Mpoko Bakanga	UNIDO, Kenya	m.bakanga@unido.org
5	Therese Niyondiko	UNDP-UNEP PEI, Kenya	therese.niyondiko@unep.org
6	Edwin Aalders	DNV-GL, Norway	Edwin.aalders@dnvgl.com
7	George Manful	UNEP DTIE, Kenya	George.manful@unep.org
8	Anna Kontorov	UNEP DEPI, Kenya	Anna.kontrov@unep.org
9	Amath Sene	UNDP-UNEP PEI, Kenya	Amath.sene@unep.org
10	Henry Neufeldt	ICRAF, Kenya	h.neufeldt@cgiar.org
11	Audrey Chenevoy	ICRAF, Kenya	a.chenevoy@cgiar.org
12	Brenda Wawaka	ICRAF, Kenya	b.wawaka@cgiar.org
13	Felice Van der Plaat	UNEP DEPI, Kenya	Felice.vanderplaat@unep.org
14	Bob Scholes	CSIR, South Africa	BScholes@csir.co.za
15	Jonathan Duwyn	UNEP DTIE, France	Jonathan.duwyn@unep.org
16	Keith Alverson	UNEP DEPI, Kenya	Keith.alverson@unep.org
17	Geordie Colville	UNEP DTIE, Kenya	Geordie.colville@unep.org
18	Vintura Silva	UNFCCC - RCC, Uganda	vsilva@unfccc.int

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Annex 3: Feedback from the participants

Question 1: In what capacity did you attend this training workshop?
A majority of the participants were already NDEs.

Question 2: What is your overall assessment of the training workshop?
All the participants seemed to be happy with the training.
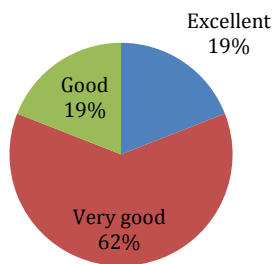
Q2: Comments
- It has clarified the core business
- It was very interactive and it managed to address issues that most NDEs had
- The clarity of the presentation and the opportunity for feedback and discussion
- Venue was excellent
- Very good because nothing is perfect. To improve: time management and increased participation of the NDEs as the time available has not been sufficient. It also needs to be comprehensive
- The workshop covered all points I came to be trained on
- Good program, excellent presentations. I understand my responsibilities as an NDE
- Interactive, Practical, Good presentations, Networking, New experiences
- The session sequencing was very logical.
- Workshop material was well focused and interactive
- I am really informed about how to process the request form and I learnt a lot from the different presenters regarding the CTCN
- Good clarification concerning the CTCN operation and the roles of the NDEs
- There should be more active participation from the NDEs (ex: role plays) as they increase the understanding
- The content of the workshop was very easy and straight to the point. It actually answered most/if not all the questions I had before coming
- In every aspect it was good
- Everything was well articulated. However, too many exercises
- Training on the role of the NDEs was good. Very interactive. Sessions were well planned.
- Workshop well organized and very good presentations
- The training was focused and the presenters were really good
- It was good because everything was well explained (issues concerning the NDEs, rules, CTCN activities…)

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- Came into this workshop as a relatively "blank slate". The workshop helped get me more focused with better understanding of my roles and responsibilities. There is still a bit of uncertainties about NDE vs focal point, which, in time I hope will be resolved. Still much to absorb and synthesize
- Some very instructive sessions but the exercises could be more targeted

Question 3: The content of the workshop was comprehensive and logical
All the participants found that workshop was comprehensive and logical. A majority strongly agree with the statement.
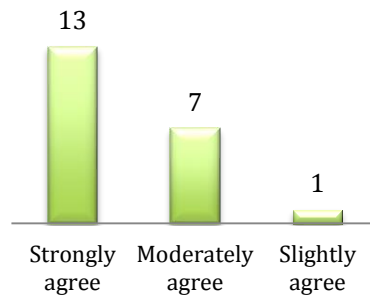
Question 4: The workshop met the stated objectives
All participants agreed that the workshop's objectives were met.
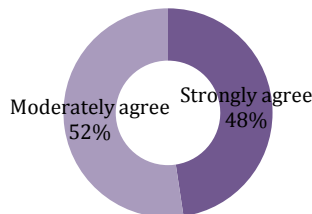
Question 5: The presenters and trainers were knowledgeable and prepared
The participants enjoyed the fact that the presenters and trainers could well answer the questions. They were knowledgeable and well prepared according to the participants.

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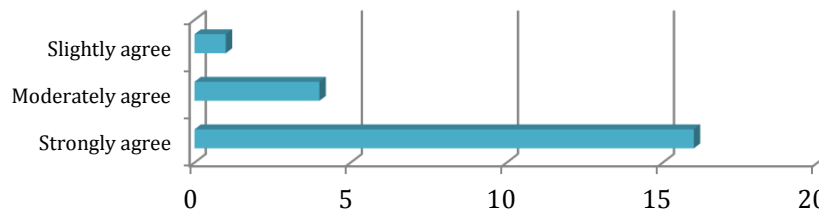
Question 6: The materials presented in the training workshop (PPTs, handouts, etc.) were:
All participants enjoyed the materials proposed during the training. From the presentations, to the hands-out, to the hands-on exercises.

Good, 4

Excellent, 7

Very good, 10
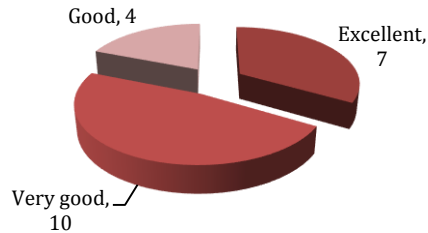
Question 7: The materials presented in the training workshop are valuable for my future work
All participants will most probably use the materials given during the training because they found them really valuable for the tasks they are going to handle as NDEs

15
10
5
0

Strongly agree   Moderately agree
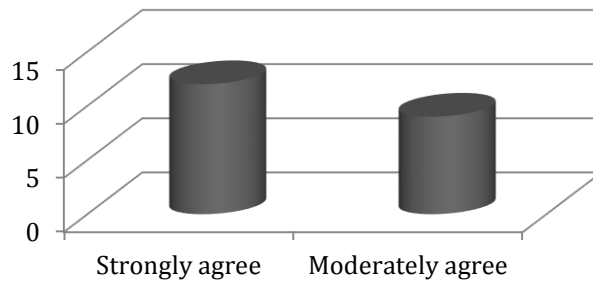
Question 8: The training workshop contributed to my understanding of the CTCN and its services
Thanks to the training, most of the participants developed their understanding of the CTCN and its services.

■ Strongly agree
■ Moderately agree

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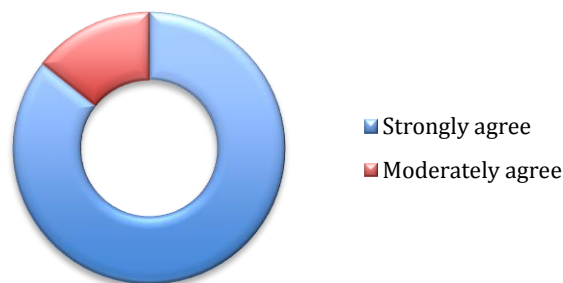
Question 9: The training workshop contributed to my understanding of the NDE role and responsibilities

Thanks to the training, most of the participants developed their understanding of their roles and responsibilities as NDEs.
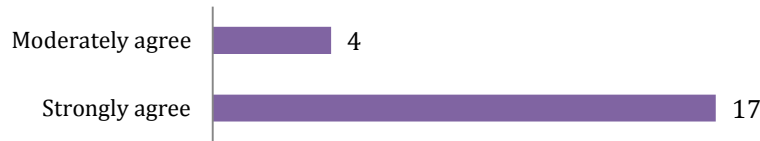
Question 10: The training workshop increased my awareness of the CTCN Knowledge Management System

This question got more disparities. Maybe the KMS should be a bit more developed in coming trainings and communications should be sent to the participants on the topic.
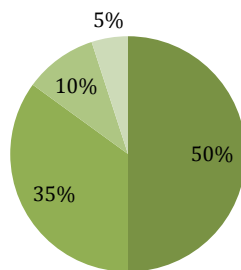
Question 11: The training workshop enhanced my capacity to identify and engage stakeholders

Overall, the participants felt like they enhanced their capacity to identify and engage with stakeholders but several were not fully convinced the training helped them to do so.
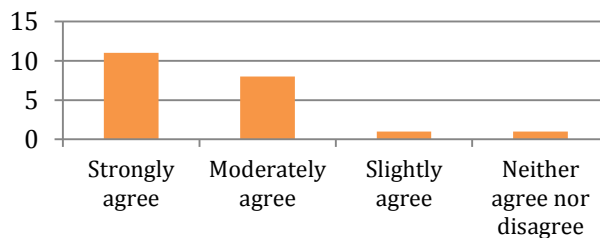
Question 12: The training workshop enhanced my capacity to link CTCN activities with national priorities

Generally, most participants felt that the training helped them enhanced their capacity to link CTCN activities with national priorities.
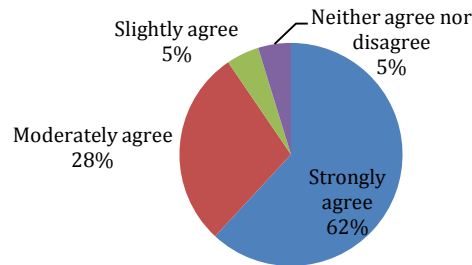

Question 13: The training workshop enhanced my skills in establishing and nurturing networks

The presentation on establishing and nurturing network was quite well assimilated by the participants.
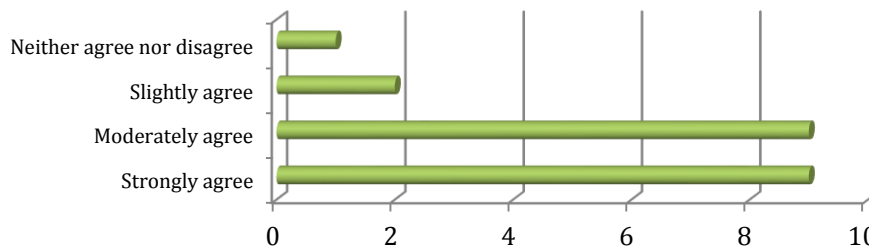
Question 14: The training workshop contributed to my understanding of the CTCN request-response process

A majority of the participants did understand the CTCN request-response process.
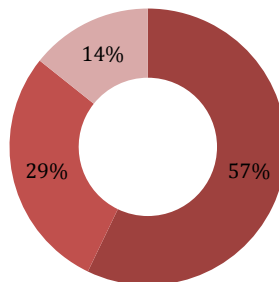
Question 15: The training workshop enhanced my capacity to include gender considerations into CTCN activities

he presentation on Gender considerations helped the participants to understand the importance of including it in their CTCN request whenever possible.
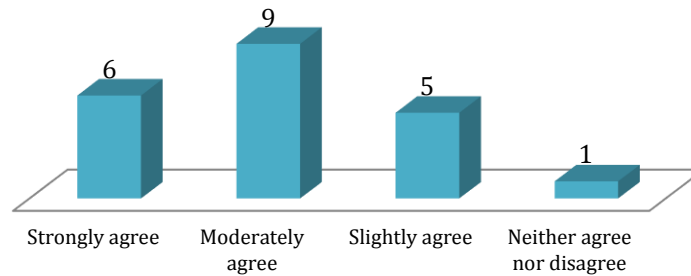

Question 16: The group exercises were appropriate to my needs

The participants enjoyed the exercises and felt there were appropriate to their needs.
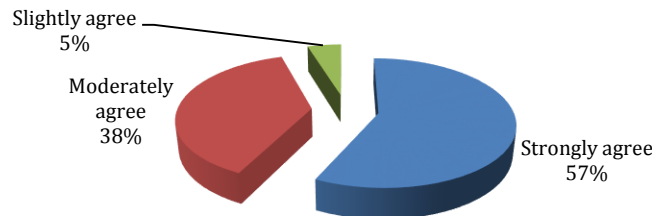
Question 17: The length of the training workshop was

On average, the length of the training was not a problem.
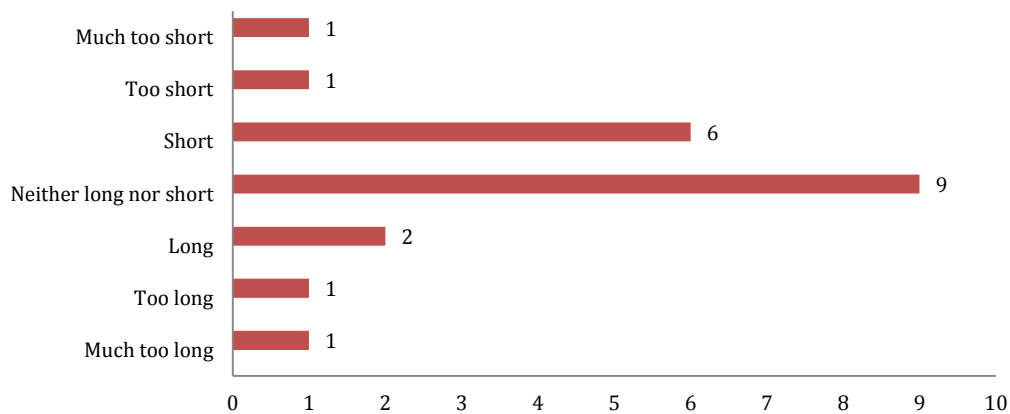
Question 18: The length of the sessions were in general
Same result for the length of the sessions.
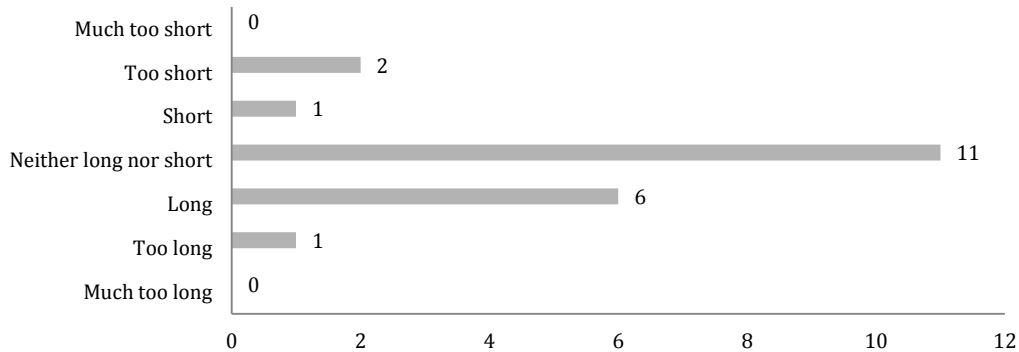
Question 19 and 20: The workshop location and facilities were
The World Agroforestry Centre Campus in Nairobi was a good location for the workshop and the facilities provided by ICRAF satisfied a lot the participants.
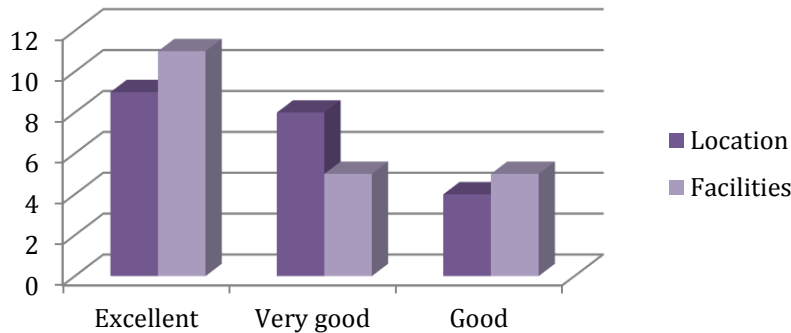
Question 21: What specifically did you like most?
- Interaction and group work. It was practical
- Practicality of the workshop, the role playing because it helps drive a point home
- The discussion sessions and clarification on issues; The third-day group work that showed how NDEs roles are carried out and what is expected from them
- The group discussions as they have been hands-on and relevant
- Responsibilities of the NDEs because before this training we did not have any idea
- I like the group exercises because they presented practical situations. I learnt a lot from that
- The setting arrangement allowed face interaction among participants ; facilitators were knowledgeable
- The group activities allowed interaction
- The facilitation process: presenters or facilitators were well prepared and dynamics. Groups discussions: it helped to understand well the subjects of discussion
- The interaction of the various NDEs and facilitators

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- Interacting with NDEs from different countries and sharing their experiences ; The presenters were also generally good and amicable
- It was an interactive workshop with lots of exercises for participants
- Materials well prepared
- The presenters and trainers were knowledgeable
- The resource persons were open and interactive, they didn't behave like bosses
- I like most of the presentations related to the NDEs and their roles because this is what I will reflect to the stakeholders when I am back. I also liked most of the sessions on the formulation of the request
- I like the fact that the CTCN is attempting to bridge the climate change technology gap in developing countries
- The opportunity to be engaged in the CTCN ; the topics developed since I am not working with climate change issues directly
- Facilitators and presentations were well-suited for the topics. I feel better about my roles and responsibilities

Question 22: What specifically did you like least?
- Daily duration, we could have been finishing a bit earlier
- Material for groups (for the exercise) could have been provided earlier for prior reading. Too little time allocated for reading
- Some resources person preferred particular person in front discussion ; the request form example guidance are not clear
- The traffic jam ; Location (great but too far from the city center)
- About the indirect for the financial programs in our country
- The training did not provide the NDEs with practical steps on how they can mobilize resources from other sources apart from their governments
- Facilitators were failing to control individuals who made lengthy statements that at times went out of context
- Days were a little too hectic
- The M&E part of the request should include indicators upon which M&E can be based on
- Workshop ending too late on the last day as it robbed me the opportunity to also enjoy/buy anything from the city/country
- Short time was allocated for guidelines of filling the request submission template, screening request to be sent to the CTCN
- Material distributions
- I disliked that the CTCN is only limiting its services and not providing funding. Most likely, its impact is a bit questionable!
- The arrangement or schedule of the seminar because it was too squeezed

Question 23: What would you recommend be improved for NDE workshops in other parts of the world?
- Materials to be provided earlier for prior reading
- Day meeting must not be too long ; Meeting to bring all NDEs together to interact and learn from each others
- The length of the work needs to be reviewed ; level of participation of the NDEs need to be more two-ways
- More meeting and discussion with other partners
- Similar format of organization and arrangement
- Maintain the Status Quo
- May see how to take into account English language limitations (ex: participants of Arabic and Portuguese background participated less)
- The duration of the training to be extended at least 4 days
- Let NDEs have regional meetings every 6 months and be attending to the COP

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- More exercises on the request submission and its processes
- Improved facilitation by NDEs
- The workshop should expand to more than 3 days because it includes more exercises
- Nothing, the mechanism used in Anglophone countries could be much relevant to other NDE regions
- Would recommend more sharing of developing countries case study/success stories

Question 24: What would you recommend be the topics of a future NDE workshop in Africa?
- More hands on assessment of projects should be emphasized to avoid rejection of proposals by the CTCN
- Include clearly the role of the CTCN
- Include the existing/on-going COP negotiation outcomes related to technology mechanism in general and CTCN in particular
- I would recommend similar training
- How to mobilize resources to operationalize and support NDEs' work
- The topics are adequate but the gender aspect need to not be general gender consideration but related to gender friendly climate technologies
- How to write a comprehensive report on achievements and M&E. Please think about indicators. Also input, output, outcome and impact.
- Need to consider the number of assignment
- Same topics, emphasize more on M&E

Question 25: What are the things that you will do differently based on what you learned by participating in the training workshop?
- Just setting the NDEs up would answer this better after a couple of months
- Expedite the establishment of the NDE. Stakeholder engagement improved
- Read more and be comfortable with what I need to do and put in place to execute my role of NDE
- I will partner with higher officials by using my minister as an entry point to get high level buy-in
- All about CTCN and NDEs
- Establishing and nurturing networks ; Stakeholder consultation (I find this very important in developing a request)
- Looking at the different sectors that are handling climate change and work with them
- The approach to select the NDE: rather than a government department, there is an option for consideration of research institutes. The idea of establishing a national network is good
- Request generation and collaboration between NDE and CTCN
- The M&E evaluation part of the request form needs to be looked into deeper
- Before attending any workshop, you should be well prepared and gather as much information about the workshop as possible
- Engaging stakeholders to identify country's needs that are in the line with national plans and policies
- Linking requests to TNA for climate change ; encourage stakeholder involvement
- I will follow the same. Participation is usually the way to success
- Networking upon climate change technologies ; beforehand, I didn't have such network mechanism
- I will look forward to better advise my colleague focal point in how he should present requests to CTCN
- I need to extensively read documents

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Annex 4: Agenda of the training workshop

Day 1: Scene setting	*Resource persons*
9.00 – 10.30 Session 1 - Opening [1 hour 30 minutes] • *ICRAF welcome address [5 min]* • *UNIDO welcome address [5 min]* • *Video message of the CTCN Director, Jukka Uosukainen [5 min]* • *Objectives of the workshop [10 min]* • *Participants introduction [50 min]:* Participants are given 5 minutes to speak with their neighbor and will then introduce their neighbor in 1 minute highlighting an interesting fact/trait of the person • *Exercise 1 [15 min] – individual exercise*	Tony Simons/Henry Neufeldt, ICRAF Mpoko Bokanga, UNIDO Keith Alverson, UNEP
10.30 – 10.45 Coffee break	
10.45 – 11.30 Session 2 - The CTCN [45 minutes] • *Presentation and update on CTCN (History of the CTCN, Status of the CTCN, The Centre, The Network) [30 min]* • *Discussion [15min]*	Manfredi Caltagirone, UNEP
11.30 -13.00 Session 3 - The CTCN services [1 hour 30 minutes] • *Exercise 2 [10 min] – individual exercise* Q1. Current impressions/understanding/examples/expectations of what the CTCN will provide as services written on sticky notes and posted on flip charts. • *Presentation of CTCN Services (services related to all functions with concrete examples) [40 min]* • *Exercise 3 [40 min] - group exercise* Q2. Clustering of sticky notes from Q1 in 'CTCN service' or 'not a CTCN service'	Yuko Nagata, UNIDO
13.00 – 14.00 Lunch	

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14.00 – 15.30 Session 4: The National Designated Entities (NDEs) [1 hour 30 min] • *Exercise 4 [10 min] – individual exercise* Q1. Current impression/understanding/ examples/expectations of the roles and responsibilities of NDEs written on sticky notes and posted on flip charts. • *Presentation on NDEs Roles and Responsibilities (emphasizing on the idea of national "climate technology champions") [20min]* • *Discussion [20 min]* • *Presentations from NDEs on their establishment/set-up [20 min]* • *Discussion [20 min]*	Henry Neufeldt, ICRAF Jonathan Duwyn, UNEP Dr. Charles M. Moturi, KIDRI (NDE Kenya) Magamase Mange, DST (NDE South Africa)
15.30 – 16.00 Coffee break	
16.00 – 17.00 Session 4 (continued): The National Designated Entities (NDEs) [1 hour] • *Exercise 5 [30 min] – individual exercise* 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? Interactive – one word answers written on a flip chart at the front of the room (focus on specific benefits to the NDE) • *Exercise 6 [30 min]– individual exercise* Q3. 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).	Henry Neufeldt, ICRAF
17.00 – 17.45 Session 5: The CTCN KMS [1 hour] • *Presentation of the KMS and its features (Adaptation and Mitigation resources, Technical assistance hub, Capacity building hub) [20 min]* • *Exercise 7[25 min] – group exercise* Participants test navigation for exploring/searching for specific resources in dummy KMS website	Manfredi Caltagirone, UNEP
17.45 – 18.00 Wrap-up day 1	Jonathan Duwyn, UNEP
19.00 – 20.00 Welcome reception	

Day 2: Alignment between CTCN activities and national plans and policies stakeholder engagement, building and nurturing networks at national level	Resource persons
9.00 – 10.30 Session 6 - Linking CTCN activities with national priorities and mechanisms under the Convention [1 hour 30 minutes] • *Overview of approaches used to ensure that NDE and CTCN activities in the country are in line with national development goals (highlighting co-benefits such as poverty reduction…)* • *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* • *Discussion*	Amath Pathe Sene, UNDP-UNEP PEI Vintura Silva, UNFCCC
10.30 – 11.15 Session 7 - Establishing and nurturing networks [45 minutes] • *Overview of approaches for establishing and nurturing networks* • *Discussion*	Bob Scholes, CSIR
11.15 – 11.30 Coffee break	
11.30 – 12.30 Session 8 – Stakeholder engagement and national consultations [3 hours] • *Overview of stakeholder engagement and national consultations: importance, tools & methods, and expected results [30 min]* • *Presentation of the Group Exercise on stakeholder engagement [30 minutes]*	Bob Scholes, CSIR Manfredi Caltagirone, UNEP
12.30 – 13.30 Lunch	
13.30 – 15.30 Session 8 (continued) • *Exercice 8: Group Exercise on stakeholder engagement [2 hours]* 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.	
15.30 – 16.00 Coffee break	

16.00 – 17.00 Session 9 - Mainstreaming gender into CTCN activities [1 hour] • *Overview of approaches used to mainstream gender issues* • *Discussion*	Therese Niyondiko, UNDP-UNEP PEI
17-15 – 18.00 Discussions and wrap-up of day 2	Anna Kontorov, UNEP

Day 3:Training on request – response function	*Resource persons*
9.00 – 10.40 Session 10 - NDE Manual [1 hour 40 minutes] • *Presentation 1: Presentation of the request response processes/steps (Generating and Submitting Requests, Prioritization criteria) [20 min]* • *Discussion [20 min]* • *Exercise 9 [1 hour] - group exercise 1: filing in the request template [1 hour]* 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.	Manfredi Caltagirone, UNEP
10.40 – 11.00 Coffee break	
11.00 – 12.40 Session 10 (continued) - NDE Manual [1 hour 30 min] • *Presentation 2: Presentation of the request response processes/steps (CTC Request Processing, Response Implementation) [20 min]* • *Discussion [20 min]* • *Exercise 10 [1 hour] - group exercise 2: Reviewing Requests before Submission* Participants are divided into groups (on mitigation and on adaptation) and given incomplete sample requests. 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)	Jonathan Duwyn, UNEP
12.40 – 14.00 Lunch	

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14.00 – 16.00 Session 10 (continued) - NDE Manual [2 hours] • *Exercise 11 [1 hour] - group exercise 3: Request generation* Role playing - Participants are divided into groups, resource persons choose one sentence request (from Q3 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]* • *Presentation 3: M&E for CTCN [20 min]* • *Discussion [10 min]* • *Exercise 12 [30 min] - group exercise : reporting on climate technology transfer* Building on the same requests used in Exercise 3 (previous session), groups discuss follow-up steps/actions to CTCN assistance and how they will report back to CTCN on progress and impacts on climate technology transfer in the country.	Jonathan Duwyn, UNEP
16.00 - 17.00 Session 11: Final discussion on NDE needs [1 hour] • *Exercise 13 [30 min] - group exercise:* Building on the guiding questions, list NDE needs (including KMS elements) / Rank 10 aspects of the CTCN in terms of priority/importance – 1 (most useful) to 10 (least useful) • *Final discussion and closure*	Keith Alverson, UNEP

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