

Summary of the Fifth Training Workshop for National Designated Entities (NDEs) of the Climate Technology Centre and Network (CTCN) – Vienna 17-19 June 2014



The CTCN held its fifth training workshop for National Designated Entities (NDEs) in Vienna, Austria from 17-19 June 2014. The aim of the training was to present the CTCN and its services, to build NDE capacities as well as to share perspectives and opinions with the NDEs from Eastern European and Middle Eastern countries.

The training workshop was attended by 12 participants from governments and technical institutions, representing nominated NDEs or climate change focal points from 11 countries, mentioned in Annex 1. Resource persons included representatives from the CTCN Consortium partners: United Nations Environment Programme (UNEP), United Nations Industrial Development Organization (UNIDO), Energy research Centre of the Netherlands (ECN), and the collaboration of resource persons from the Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC).

The training sessions were organized with presentations on the CTCN services and procedures, NDEs roles and responsibilities, linking to national priorities and mechanisms under the convention, integrating gender

aspects, and stakeholder engagement and networking. Presentations were completed by several individual and group exercises as well as discussions and peer exchange.

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.

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

DAY 1 : SCENE SETTING
Session 1: Opening
<p>The opening session started with a series of welcome addresses by Patrick Nussbaumer from UNIDO and Helmut Hojesky from the Austrian Climate Change focal point.</p> <p>The welcome addresses were followed by participants' introductions and a quiz on the CTCN. Ms. Enkelejda Malaj, representing the NDE of Albania, was the winner of the quiz.</p>
Session 2 – The CTCN – Patrick Nussbaumer, UNIDO
<p>Individual exercise Participants were asked about their current impressions/understanding/examples/expectations of what the CTCN will provide as services.</p> <p>Presentation and update on the CTCN (History of the CTCN, Status of the CTCN, The Centre, The Network)</p> <ul style="list-style-type: none"> ✓ 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 (governments, technical and research organizations, private sector actors, donors and cooperation agencies, civil society).

- ✓ The CTCN is open for business and is already addressing the first requests.

Key points from the discussion

- ✓ The CTCN will help countries to refine their requests for technical assistance, but will not generate the requests. Countries are welcome to share request ideas with the CTCN and discuss them informally at an early stage.
- ✓ Regional requests are allowed and encouraged. In fact, requests the CTCN will prioritize requests that ‘Promote multi-country approaches and the regional bundling of requests’ (cf. prioritization criteria approved by the CTCN Advisory Board, NDE Manual, Annex 3)
- ✓ Technology Needs Assessments are a useful source of information on technology prioritizations, and can be used to advance requests for technical assistance but are not a prerequisite for CTCN assistance. The CTCN will ensure that requests are in line with national priorities, and fill the gap between the needs identified and the implementation of the response.
- ✓ Climate Change Focal Points can be nominated as NDEs. However, the CTCN sees value in having a specific entity to serve as CTCN focal point in the country. Climate Change Focal Points are dealing with climate negotiations, whereas NDEs have the role to liaise with other stakeholders to mainstream the issue of climate technologies at national level. It is up to each country to determine which institutional framework is the most appropriate for NDEs.
- ✓ As part of the technical assistance provided, the CTCN can assist countries in identifying funding sources for the scaling up of projects.
- ✓ Participants stressed that technology transfer does not necessary need to be from one country to another, because in some cases the technology and expertise is locally available.

Session 3: [Linking CTCN activities with national priorities and mechanism under the Convention](#) – Vladimir Hecl, UNFCCC

- ✓ 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.

Key points from the discussion

- ✓ It was stressed that NAMAs focal points cannot cover all issues due to lack of resources and time. The CTCN could establish a monitoring body for each country to monitor progress on climate technologies.

- ✓ It is important that CTCN services are integrated into other UNFCCC mechanisms and processes, to exploit synergies and avoid duplications.

Session 4: [The CTCN services](#) – Bettina Schreck, UNIDO

Presentation of the CTCN Services

- ✓ 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.

Key points from the discussion

- ✓ It was stressed that developing solid indicators and methodologies is important to evaluate the technical assistance received.
- ✓ Participants also emphasized on the importance of evaluating the long term impacts of CTCN assistance in the country.
- ✓ It is important to note that the CTCN is not a funding mechanism, NDEs should use the CTCN to access expertise that is not available in the country or that can complement available expertise.

Following the presentation on the CTCN services, participants were asked to cluster their expectations into ‘CTCN service’ or ‘not a CTCN service’.

Session 5: [The National Designated Entities \(NDEs\)](#) – Manfredi Caltagirone, UNEP

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
- Strengthening networks, partnerships and capacity building 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 CTCN 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.

Presentations from NDEs on their establishment/set-up

1. NDE Albania (Enkelejda Malaj)

- ✓ Albania is a Non-Annex I Party to the UNFCCC since 1995. It is currently preparing a new Environmental Cross-Cutting Strategy
- ✓ A Technology Needs Assessment conducted in 2004 Energy identified, Agriculture, and Land Use Change and Forestry as the main GHG emitting sector
- ✓ Albania selected the Ministry of Environment as NDE.
- ✓ The NDE will work closely with the Inter-ministerial Working Group (WG) on Climate Change, established in 2014, responsible for:
 - Policy and strategy drafting;
 - Identification of means/instruments
 - National/Inter-agency coordination
- ✓ The WG on Climate Change is open to civil society/experts/local authorities/academics

Key points from the discussion

- ✓ Some participants suggested that countries send annual communications to the CTCN, using the same model of ozone focal points to the Montreal Protocol. This would enable countries to measure progress on technology transfer.
- ✓ Participants expressed concerns on the mandate attributed to the NDEs, adding that in most cases countries do not have human and financial resources nor the political support needed to fulfil the role of 'climate

technology champions’.

- ✓ Participants noted that leadership will be critical for NDEs but their level of leadership will depend on which institution/person is nominated by the country and how much resources will be allocated to the NDE.
- ✓ The CTCN is an opportunity for countries to receive technical assistance at no cost to facilitate technology development and transfer.
- ✓ Some participants noted that it would be most appropriate to set up a climate change technology centre for each country.
- ✓ It was reiterated that to nominate their NDEs, the national climate change focal points must send a letter to the UNFCCC Secretariat with the name and contact details of the person or institution nominated by the government.
- ✓ Participants requested more guidance from UNFCCC or CTCN on the main characteristics that NDEs should have to fulfil their functions and mandate for the CTCN.
- ✓ The CTCN cannot provide direct funding to countries including to set-up and run their NDEs but it is looking for a way to provide support for the NDEs (at least for LDCs).

Participants were asked to give their current of the roles of NDEs, and to explain what they would need to be able to fulfil their role.

Some of the responsibilities mentioned by the participants were the following:

- ✓ Act as the focal point of their country for the CTCN
- ✓ Articulate all efforts at national level for technology transfer in order to enhance their national impacts
- ✓ Coordinate national efforts on technology knowledge and technology transfer.
- ✓ Be an intermediate or nexus for institutions at national or local level.
- ✓ Access information on climate technologies
- ✓ Share best practices with other countries
- ✓ Interact with national private sector institutions
- ✓ Be responsible for managing the requests to the CTCN according to the local priorities of the country.
- ✓ Promote the enrolment of national organizations in the network (CTN).
- ✓ Coordinate with other national institutions the consolidation of projects and proposals for climate change mitigation and adaptation using environmental technologies.
- ✓ Monitoring the development of approved technology transfer projects and their impacts.
- ✓ Coordinate different activities with all relevant sectors at national level in order to perform the identification of technology priorities.
- ✓ Raise awareness of climate technologies in their country
- ✓ Channel the adaptation and mitigation initiatives to be presented to the CTCN.
- ✓ Contribute to their country’s development
- ✓ Identify opportunities for seizing new markets

Some of the needs expressed by the participants were the following:

- ✓ Political and institutional support
- ✓ Familiarity with the process
- ✓ Collaboration among national stakeholders
- ✓ High level support from the UNFCCC to trigger domestic support
- ✓ Support for awareness raising campaign on climate technologies
- ✓ Increased capacity
- ✓ Good institutional arrangement

- ✓ National system for data collection on climate technologies
- ✓ Support for participation in technology-related events
- ✓ Strong mandate to have an cross-sector approach
- ✓ Stability

Individual exercise

Reminding the scope of CTCN services (Session 3), countries provided examples of requests they would have submitted to the CTCN to help removing mitigation or adaptation-related technology barriers

Wrap-up day 1

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

Session 6 - [Stakeholder engagement and national consultations](#) – Donald Pols, ECN

Presentation on stakeholder engagement and national consultations: importance, tools & methods, and expected results

- ✓ A stakeholder is any person actor (persons or organizations) with a vested interest in the policy (in this case technology transfer) being promoted.
- ✓ An effective stakeholder consultation generates valuable information to help design successful solutions and make informed decisions, creates a sense of ownership, identifies controversial issues and difficulties before a decision is made, eliminates delays and reduces costs in the implementation phase.
- ✓ To successfully engage stakeholders, it is important to:
 - Specify the issue to be addressed
 - Identify the stakeholders
 - Set up an involvement strategy
 - Engage the stakeholders
 - Implement and evaluate the project
- ✓ There are various categories of stakeholders, depending on the role in the implementation of the projects. The level of engagement needed will vary across the various categories.
- ✓ It is important that a sense of urgency of the issue is shared among all stakeholders, to allow for an effective consultation process.

Key points from the discussion

- ✓ Before engaging the stakeholders, it is important to have a clear idea of the level of resources (both economic and human) needed to do so.
- ✓ It is important to engage stakeholders at an early stage, in order to create a sense of ownership of the issue and minimize resistance
- ✓ Participants expressed the need for financial resources and political support to be able to effectively engage stakeholders

Group exercise (role play on stakeholder engagement)

- ✓ Participants were split into teams/groups and each participant within each team was given a role as a different

stakeholder in a scenario in which a biomass-to-energy project is being contemplated for their region/country.

Session 7 - [Mainstreaming gender into CTCN activities](#) – Hedda Femundsenden, UNIDO

Presentation on approaches used to mainstream gender issues

- ✓ Gender refers to the socially constructed roles, behaviours, activities, and attributes that a given society considers appropriate for men and women. These are context and time specific, and changeable.
- ✓ Women usually have less access to economic resources than men. Therefore, the gender issue is a problem related to the differential access to economic resources or social networks. Women's low access to technologies, credit and assets limits their ability to mitigate and adapt to climate change.
- ✓ Furthermore, women face unique barriers in accessing, and thus influencing, policy and decision making processes
- ✓ Broad based economic development is the best way to increase societies' resilience to climate change.
- ✓ Women's greater participation is likely to enhance the effectiveness and sustainability of climate change projects and policies.
- ✓ Women are natural resource managers and adapt more easily to environmental changes; their knowledge should be utilised in mitigation and adaptation strategies.
- ✓ Incorporate a gender perspective into national and international climate change mechanisms and strategies can help reduce gender based vulnerability to climate change.
- ✓ In order to mainstream gender into climate change projects it is important to:
 - Address gender differences in climate change adaptation and mitigation technology capabilities
 - Incorporate a gender perspective in feasibility studies, technology assessments, policy and regulatory framework development and business-plan proposals
 - Ensure that gender expertise is involved and consulted throughout the project design, implementation and evaluation process
 - Address gender differences in climate change adaptation and mitigation technology capabilities
 - Make women's equal access to technology, information, economic resources and education/training a priority
 - Develop and apply gender-sensitive criteria and indicators for progress monitoring and evaluation of results

Group Exercise

Participants were asked to brainstorm as many possible gender dimensions and respective gender responsive indicators for the outputs of a project on "Creating an enabling environment for renewable energy technology market".

Session 8 – [Establishing and nurturing networks](#) - Kazuki Kitaoka, UNIDO

Presentation on establishing and nurturing networks

- ✓ Networks differ significantly in design and their capability to manage and create knowledge and facilitate learning.
- ✓ Different types of networks exist, and some are more instrumental in the context of learning, information exchange and knowledge creation.
- ✓ Arm-length/weak networks are characterized by lean and sporadic transactions and function without any

prolonged contact between parties who need not enter into recurrent or continuing relations. Such networks enable limited knowledge creation and learning

- ✓ Embedded/strong networks are characterized by their strength, repetitiveness, transmission of tacit, thick and additional information and their grounding in norms of trust and reciprocity. They are instrumental in learning and knowledge creation
- ✓ It is important to have a clear network strategy with specific objectives

Key points from the discussion

- ✓ It is critical for NDEs to network and create alliances with the different groups of stakeholders. It will help them understand the perspectives and interests of the various stakeholders, and enable them to use their allies to promote climate technology solutions in the different groups.
- ✓ By engaging in the network, NDEs can facilitate knowledge transfer, interact and share best practices with other NDEs, interact with other actors to access information on the best available technologies, identify and promoting local organizations/experts that should be engaged in delivering the technical assistance in response to a request.
- ✓ Any organization can apply to join the Network (CTN), they do not need to go through the NDE to submit their application. However, the CTCN will inform NDEs on the organizations from their country that apply to join the CTN.
- ✓ At the national level, NDEs are not expected to develop a formal network but rather to do some networking and creating alliances that will help them in fulfilling their roles and mandate.

Session 9 – Open Session with CTCN Director, Jukka Uosukainen

Jukka Uosukainen, CTCN Director, welcomed participants and briefly introduced himself. Having served as technology negotiator for Finland for more than ten years, the CTCN Director provided some background on the international negotiations on technology transfer, from the technology framework to the creation of the CTCN.

Key points from the discussion

- ✓ It is important for countries to be able to compare technologies. The CTCN could provide data on technology performances and costs. However, technologies must be assessed from a national perspective, be appropriate to the country.
- ✓ Technology transfer requires enabling conditions and in some cases new policies and regulations may be needed to deploy a new technology.
- ✓ It is within the CTCN mandate to help countries with technology RD&D, to facilitate the development and deployment of endogenous technologies.
- ✓ Innovative technologies already exist. The CTCN can help transfer these to developing countries through demonstration projects and twinning arrangements.
- ✓ The Global Environment Facility (The GEF) is financing another round of TNAs. If a country is not in the next round, the CTCN could help with technology prioritization, but not finance the full TNA.
- ✓ The CTCN will support matchmaking of country needs with existing international programmes and funding sources.

Discussions and wrap-up of day 2

DAY 3: TRAINING ON REQUEST – RESPONSE FUNCTION

Session 10 – [NDE Manual](#) - Bettina Schreck, UNIDO

Presentation 1: 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.

Discussion and comments from participants

- ✓ The request submission form does not include the budget since the budget will be defined with the response plan (i.e. when the activities to be implemented, needs and responsibilities are clearly defined).
- ✓ While it may not mandatory to perform a stakeholder consultation for a request, it is critical to demonstrate that there has been a dialogue to agree on the actions to which the CTCN will contribute. The CTCN wants to be sure that the requests that are submitted to the CTCN are not just the idea of the NDE and the applicant but that they are in the interest of the country and its people, to ensure support for follow-up actions. Overall, the CTCN encourages NDEs to build on existing mechanisms and processes.
- ✓ NDEs should be very strategic in selecting the requests to be submitted (i.e. avoid duplications, encourage synergies and requests that complement ongoing initiatives, use the CTCN to bring in expertise that is not available in the country or needs to be strengthened locally, ensure that no other mechanism can support the request, etc.).
- ✓ The request submission form must indicate the contacts of the NDE as well as the contacts of the applicant.

Group Exercise

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.

Session 10 – [NDE Manual](#) – Giulia Ferrini, UNEP

Presentation 2: 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.

Key points from the discussion

- ✓ While the CTCN aims to be a fast and efficient mechanism to deliver technical assistance to countries based on their requests, the time needed to respond to a request will depend on the clarity and quality of the request. The CTCN aims to confirm the eligibility of a request in maximum 2 weeks and estimates that request refinement and development of the response plan will take up to 8 weeks.
- ✓ The response plan will be developed by the CTCN in consultation with the NDE and the applicant. Only once the response plan is agreed upon by the NDE, the implementation of the response can start. By signing off on the response plan, the NDE has control and oversight on response implementation.
- ✓ While the NDE can suggest local experts to support the response implementation, the CTCN technical assistance can only be implemented by a member of the Network (CTN) or the Consortium. The international experts deployed by the CTCN will in most cases work with local experts to ensure ownership and on-the-job capacity building. NDEs can encourage local organizations to join the CTCN so that their local expertise can respond to requests from other countries. The CTCN is not a funding mechanism and should in principle not be used to fund expertise that is already locally available – for which other sources of funding can be found at country level.
- ✓ The decision on the selection of the ‘service provider’ (i.e. the organization that will provide technical assistance in response to a request) will be made by the CTCN in consultation with the NDE. For small requests (i.e. less than 50,000 USD), the support will – in most cases - be provided by a member of the Consortium. For larger requests (i.e. more than 50,000 USD), a limited tender will be initiated targeting some selected CTN members. During the establishment phase of the Network, the CTCN will rely on its Consortium partners to deliver the technical assistance for both small and larger requests. For each request, the NDE will evaluate the technical assistance provider.
- ✓ The CTCN work programme that was approved by its Advisory Board indicates the CTCN’s target in terms of number of requests processed:
<http://www.unep.org/climatechange/ctcn/Portals/50212/Documents/PDF/CTCN%20Programme%20of%20Work.pdf> – it will however depend on the funding that will be provided to the CTCN.

Session 10 – NDE Manual – Yuko Nagata, UNIDO

Group exercise

Role playing - Participants were divided into groups, resource persons chose one sentence request (from exercise 5, Session 4) per group and played 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)

Presentation 3: Monitoring and Evaluation

- ✓ 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.

Key points from the discussion

- ✓ The CTCN will develop a monitoring and evaluation plan for the technical assistance activities when developing the response plan in consultation with the NDE and the applicant. For monitoring impacts, NDEs will report to the CTCN at NDE meetings, and the NDE and the CTCN may - for some of the requests - jointly agree to develop a monitoring action plan.

Session 11 - Discussion on NDE needs and priorities – Donald Pols, ECN

Participants were asked to indicate what they would do, once back in their respective countries, to help their country engage with the CTCN.

Some of the priority actions mentioned by the participants were the following:

- ✓ Report back to relevant national institutions and actors on possible institutional arrangements for NDE.
- ✓ Set up an institutional arrangement to deal with climate change issues as a whole, with part of it dedicated to climate technologies.
- ✓ Reach out to various stakeholders for initial ideas for request.
- ✓ Accelerate NDE nomination
- ✓ Look into strategic documents to see where in-country capacity is lacking.
- ✓ Approach national private sector representatives and ask what they would need to start a climate technology transfer initiative.
- ✓ Meet sector representatives and consult on possible request ideas.

Conclusion

Annex 1: Participants List

Country	Participant	Institution	E mail
Albania	Enkelejda Malaj	Ministry of Environment	Enkelejda.Malaj@moe.gov.al
Armenia	Mariam Abovyan	Technology Transfer Association	mariam.abovyan@yahoo.com
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Bosnia and Herzegovina	Dordje Vojinovic	Faculty of Technology, University of Banjaluka	djolev@blic.net
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Yemen	Fahmi Abdulhadi Binshbrak	Environment Protection Authority	fahmi.binshbrak@gmail.com

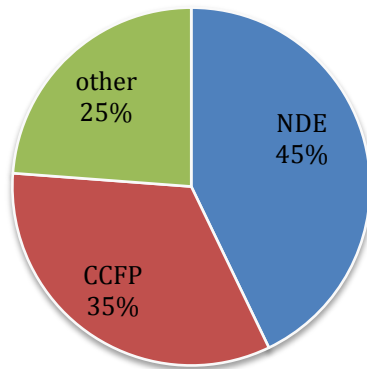
Annex 2: Resource Persons

Name	Position / Organization	Email
Giulia Ferrini	UNEP	Giulia.ferrini.affiliate@unep.org
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Vladimir Hecl	UNFCCC	vhecl@unfccc.int
Donald Pols	ECN	pols@ecn.nl

Annex 3: Feedback from the participants

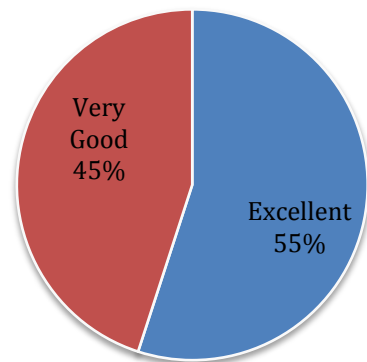
Question 1: In what capacity did you attend this training workshop?

Most of the participants attended as NDEs. In the cases in which the country had not nominated the NDE, the climate change focal point attended. There were other participants, for instance technology transfer negotiators.



Question 2: What is your overall assessment of the training workshop?

The general evaluation of the training has been very good and people were satisfied with the workshop.

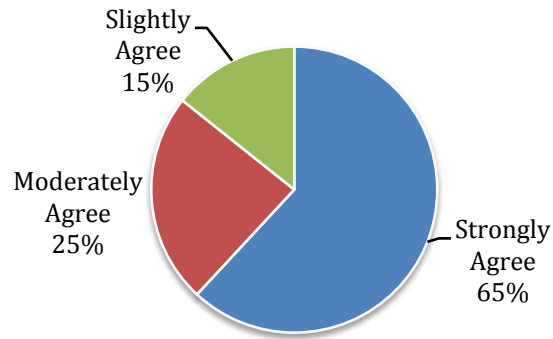


Q2: Comments

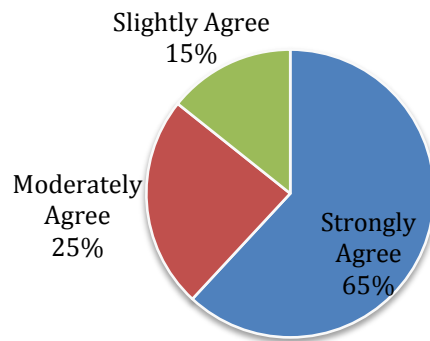
- The workshop was very informative
- It gave us clear idea regarding the CTCN and the process
- The method of having exercises is very efficient as it provides many practical steps to help NDEs better understand their role
- The team did an amazing job in explaining the process. However, did not expect the content to be so focused on NDE mandate
- Well prepared materials and presentations
- Exercises were really good and interesting
- The workshop enabled participants to have a good understanding of the NDE roles

Question 3: The content of the workshop was comprehensive and logical

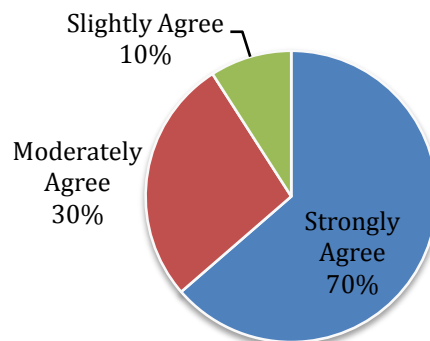
All the participants found that the workshop was comprehensive and logical



Question 4: The workshop met the stated objectives



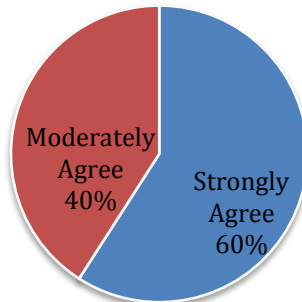
Question 5: The presenters and trainers were knowledgeable and prepared



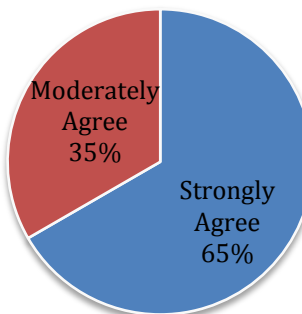
Question 6: The materials presented in the training workshop (PPTs, handouts, etc.) were:



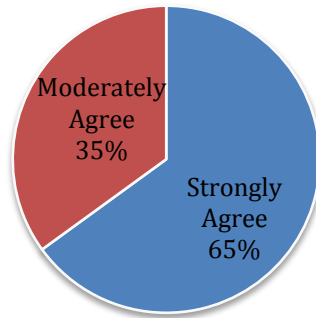
Question 7: The materials presented in the training workshop are valuable for my future work



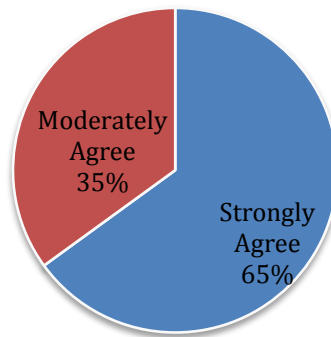
Question 8: The training workshop contributed to my understanding of the CTCN and its services



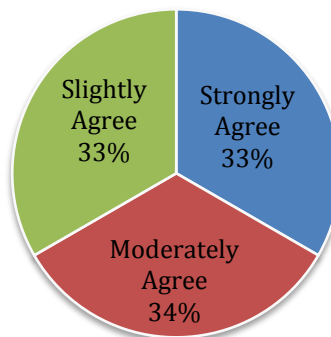
Question 9: The training workshop contributed to my understanding of the NDE role and responsibilities



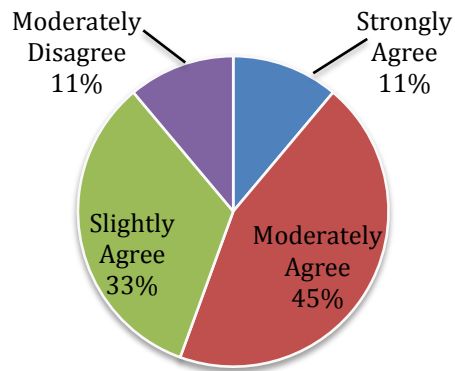
Question 10: The training workshop enhanced my capacity to identify and engage stakeholders



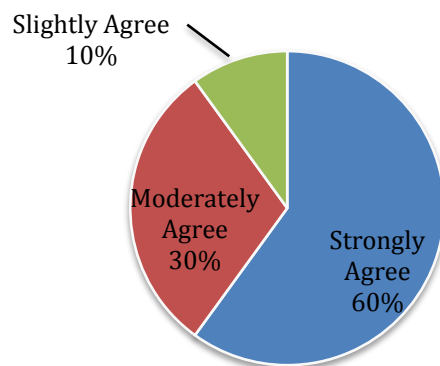
Question 11: The training workshop enhanced my capacity to link CTCN activities with national priorities



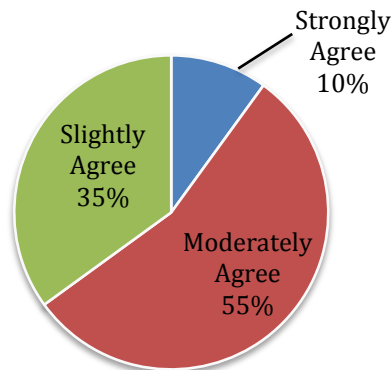
Question 12: The training workshop enhanced my skills in establishing and nurturing networks



Question 13: The training workshop contributed to my understanding of the CTCN request-response process

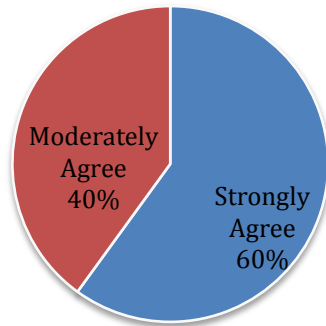


Question 14: The training workshop enhanced my capacity to include gender considerations into CTCN activities



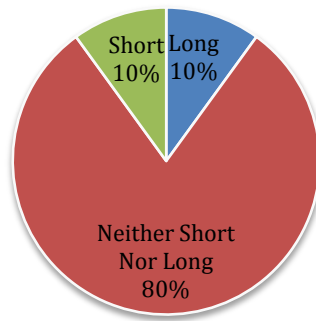
Question 15: The group exercises were appropriate to my needs

The group exercises were one of the most remarked activities during the training. Most of the participants considered that these exercises were very useful for their needs.



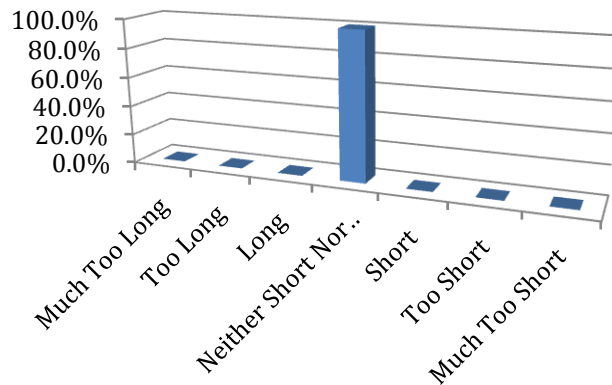
Question 16: The length of the training workshop was

The majority of participants considered that the length of the training was neither long nor short

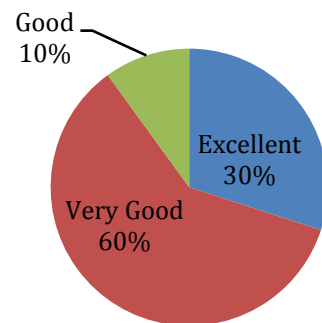


Question 17: The length of the sessions were in general

All participants considered that the length of the sessions was neither long nor short.



Question 18 and 19: The workshop location and facilities were



Question 20: What specifically did you like most?

- The exercises, particularly the role playing exercise
- The friendly atmosphere of the workshop
- The open and fair discussions
- The training method
- The specific examples provided
- The possibility to share experiences among participants

Question 21: What specifically did you like least?

- The variety of responsibilities for NDEs, implying the need to find support from other sources
- The long and complicated procedure for DSA pick-up
- The length of some interventions
- The notion of assigning more work to the NDE with no funds provided. This means that the work will not be done by a full-time staff but by someone who is overwhelmed with his own job
- The second half of the second day of presentations

Question 22: What would you recommend be improved for NDE workshops in other parts of the world?

- A two days workshop with more materials and presentations
- A five days workshop
- More practical examples during the exercises
- More focus on the NDE role and responsibilities
- More focus on the political and governmental situations in participating countries
- More emphasis on how to deliver once we are back in our countries
- More examples based on real projects
- Better explain the relationship between the NDE, the CTCN, and the implementers
- Improvements should not target workshops but a broader mandate to support the needs of developing countries

Question 24: What are the things that you will do differently based on what you learned by participating in the training workshop

- To know what to expect from the CTCN, and plan future steps accordingly
- Engage more stakeholders
- Be aware of what to send as requests
- Understand the importance of stakeholders engagement
- Encourage my country to benefit from this opportunity
- Convince the relevant ministries to establish cooperation with the CTCN
- Finalise NDE nomination
- Work on the request preparation

Annex 4: Agenda of the training workshop

Training workshop for National Designated Entities (NDEs)

17 to 19 June 2014, Vienna, Austria

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.

Day 1: Scene setting	Resource person
<p>9.00 – 10.15 Session 1 - Opening</p> <ul style="list-style-type: none"> • <i>UNIDO/UNEP welcome address (5 min)</i> • <i>Austrian government opening words (5 min)</i> • <i>Objectives of the workshop (5 min)</i> • <i>Participants introduction (40 min)</i> • <i>Exercise 1– individual exercise (15 min)</i> <p>Quiz on reading documents distributed prior to the meeting (questionnaire with multiple answers for each question)</p>	<p>P. Nussbaumer, UNIDO</p> <p>H. Hojesky, Austria</p>
<p>10.15 – 10.30 Coffee break</p>	
<p>10.30 – 11.30 Session 2 - The CTCN</p> <ul style="list-style-type: none"> • <i>Exercise 2– individual exercise (15 min)</i> <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"> • <i>Presentation and update on CTCN (History of the CTCN, Status of the CTCN, The Centre, The Network) (20 min)</i> • <i>Discussion (25 min)</i> 	<p>P. Nussbaumer, UNIDO</p>
<p>11.30 – 12.15 Session 3 - Linking CTCN activities with national priorities and mechanism under the Convention</p> <ul style="list-style-type: none"> • <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> • <i>Discussion (20 min)</i> 	<p>V. Hecl, UNFCCC</p>
<p>12.15 – 13.45 Lunch</p>	
<p>13.45 -14.45 Session 4 - The CTCN services</p> <ul style="list-style-type: none"> • <i>Presentation of CTCN services, including Knowledge Management System (services related to all functions with concrete examples) (30 min)</i> • <i>Exercise 3 - group exercise (30 min)</i> <p>Clustering of sticky notes from exercise 2 in ‘CTCN service’ or ‘not a CTCN service’</p>	<p>B. Schreck, UNIDO</p>
<p>14.45 – 15.45 Session 5 - The National Designated Entities (NDEs)</p> <ul style="list-style-type: none"> • <i>Presentation on NDEs Roles and Responsibilities (emphasizing on the idea of national “climate technology champions”) (20 min)</i> • <i>Presentations from NDEs on their establishment/set-up ((Albania) (2*15 min)</i> • <i>Discussion (10 min)</i> 	<p>M. Caltagirone, UNEP</p>
<p>15.45– 16.15 Coffee break</p>	
<p>16.15 – 17.00 Session 5 (continued): The National Designated Entities (NDEs)</p> <ul style="list-style-type: none"> • <i>Exercise 4– individual exercise (30 min)</i> <p>Q1. What excites you about your role as an NDE? (list at least three points) Q2. What do you need to shine in the role?</p> <p>Interactive – one word answers written on a flip chart at the front of the room (focus on specific benefits to the NDE)</p>	<p>M. Caltagirone, UNEP</p>

<ul style="list-style-type: none"> • <i>Exercise 5 – individual exercise (15 min)</i> <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>	
17.00– 17.15 Wrap-up day 1	

<i>Day 2: Alignment between CTCN activities and national plans and policies stakeholder engagement, building and nurturing networks at national level</i>	<i>Resource person</i>
09.00 – 09.45 Session 6 – Stakeholder engagement and national consultations <ul style="list-style-type: none"> • <i>Presentation on stakeholder engagement and national consultations: relevance, methods and tools, and expected results (20 min)</i> • <i>Discussion (25 min)</i> 	D. Pols, ECN
09.45 – 11.45 Session 6 (continued) – Stakeholder engagement and national consultations (incl. coffee break) <ul style="list-style-type: none"> • <i>Presentation of the Group Exercise on stakeholder engagement (30 min)</i> • <i>Exercise 6: Group Exercise on stakeholder engagement (90 min)</i> <p>Role playing – participants are split into teams/groups and each participant within each team is given a role as a different stakeholder in a scenario in which a biomass-to-energy project is being contemplated for their region/country. The “governor” calls a stakeholder consultation and asks for the views of the stakeholders. Each stakeholder is given a secret agenda that they needed to try and push through during a second round of stakeholder consultations – they complete a self-assessment form stating what they are trying to achieve and how they plan to go about achieving it. The groups try to come out with an agreement in which all stakeholders are satisfied – the results are presented to the whole workshop.</p>	M. Caltagirone, UNEP
11.45 – 13.45 Lunch (incl. DSA pick-up)	
13.45 – 14.30 Session 7 - Mainstreaming gender into CTCN activities <ul style="list-style-type: none"> • <i>Overview of approaches used to mainstream gender issues (20 min)</i> • <i>Discussion (25 min)</i> 	H. Femundsenden, UNIDO
14.30 – 15.15 Session 8 - Establishing and nurturing networks <ul style="list-style-type: none"> • <i>Overview of approaches for establishing and nurturing networks (20 min)</i> • <i>Discussion (25 min)</i> 	K. Kitaoka, UNIDO
15.15 – 15.45 Coffee break	
15.45 – 16.45 Session 9 – Open session with CTCN Director <ul style="list-style-type: none"> • <i>Introductory briefing on vision and role of NDEs (10 min)</i> • <i>Discussion (50 min)</i> 	J. Uosukainen, CTCN/UNEP
16.45 – 17.00 Wrap-up of day 2	
18.00 Dinner	

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