



Supporting LDCs to advance their National Adaptation Plans

Africa Regional Training Workshop

Organized by the NAP-GSP

Addis Ababa, Ethiopia

14-17 April 2014

DRAFT AGENDA

Objectives

This training workshop is a part of a series of activities aimed at supporting Least Developed Countries (LDCs) to address the adverse impacts of climate change through medium and longer-term National Adaptation Plan (NAP) processes. By facilitating a regional exchange and providing technical support in the form of existing guidance and tools, this regional workshop aims to support policy makers and technical officials from the following LDCs from Africa – Angola, Eritrea, Ethiopia, Gambia, Lesotho, Liberia, Malawi, Mozambique, Rwanda, Sierra Leone, Somalia, Sudan, Tanzania, Uganda and Zambia.

The participants at this workshop are officials from Ministries of Finance, Planning and Environment.

The Learning Objectives are to;

- Enhance understanding of the NAP process according to the UNFCCC/LEG technical guidelines for the NAP process;
- Clarify the potential entry points for the NAP process in countries taking into account political economy;
- Identify specific technical, institutional and financial needs to support the integration of medium- and long-term climate change adaptation into existing national and sub-national planning and processes;
- Learn from what other countries have done and/or are in the process of doing to advance their country specific NAP process through an exchange of lessons learnt and experiences;

- Increase awareness of existing guidance, tools and methods that can help LDCs develop national frameworks and strategies to advance their respective NAP process; and,
- Exchange information on the mechanisms and options for adaptation financing (including external and internal sources) and the institutionalization of a NAP process in the context of ongoing planning and budgeting.

Format

An interactive participatory approach will be used for the workshop with the use of facilitators to lead sessions. Practical working group sessions and “clinics” will be used to promote hands-on skills-based training to participants.

Summary Objectives of Daily Sessions for LDCs Participants

Day 1 – Objectives

- Enhance understanding on linkages between climate change and development, establishing common understanding of the NAP process, the UNFCCC/LEG technical guidelines for the NAP process, and encourage participants to think about relevance of the NAP process in context of national, sub-national, and sectoral planning processes;
- Enhance understanding of Element A of the UNFCCC/LEG technical guidelines for the NAP process as well as learn through sharing and exchanging information on experiences to date;
- Increase understanding on approaches, methodologies and tools that currently exist to support the country needs to advance the NAP process.

Day 2 – Objectives

- Enhance understanding of Elements B and C of the UNFCCC/LEG technical guidelines for the NAP process as well as learn through sharing and exchanging information on experiences to date;
- Increase understanding on approaches, methodologies and tools that currently exist to support the country needs to advance the NAP process;
- Identify key entry points and consider the institutional set-up to begin the NAP process.

Day 3 – Objectives

- Enhance understanding of Element D of the UNFCCC/LEG technical guidelines for the NAP process as well as learn through sharing and exchanging information on experiences to date;
- Increase understanding on approaches, methodologies and tools that currently exist to support the country needs to advance the NAP process;

- Develop knowledge on the status of mainstreaming adaptation into national and sub-national planning processes and take stock of existing knowledge in countries;
- Identify the challenges, gaps, support needs from NAP-GSP and suggest ways forward.

Day 4 – Objectives

- Deepen understanding of key tools available to assess and understand vulnerability and adaptation, as well as the economics of climate change to support medium- and long-term adaptation planning and financing;
- Interact with the NAP-GSP partners and collaborators and discuss potential offers of support for the NAP process.

Additional: UNITAR will be conducting video interviews throughout the workshop during coffee-breaks as part of a knowledge product on the NAP process, under the ‘Brokering of Knowledge’ component of NAP-GSP.

DAY 1 – 14 April 2014		Facilitator: Robert Kay
TIME	DESCRIPTION	
08:30-09:00	Registration	
SESSION 1	Inauguration and opening	
	<i>Session Objective – This inaugural session is to set the scene and provide the participants with the background of the NAP process and NAP-GSP</i>	
09:00-09:40	Welcome and introduction <ul style="list-style-type: none"> ▪ Ermira Fida, UNEP ▪ Pradeep Kurukulasuriya, UNDP ▪ Motsomi Maletjane, UNFCCC ▪ Batu Uprety, LEG ▪ Minister, Ministry of Environment Protection and Forestry of Ethiopia, TBC ▪ H.E. Rhoda Peace, Commissioner for Rural Economy and Agriculture, African Union, TBC 	
09:40-10:10	Training workshop objectives, ground rules, approaches and participants introduction <ul style="list-style-type: none"> ▪ Facilitator 	
10:10-10:45	Keynote address: Towards climate change adaptation sensitive development planning: how we can get there? <ul style="list-style-type: none"> ▪ Anand Patwardhan, GEF STAP 	
10:45-11:00	<i>Tea/coffee break</i> <i>Video-interview with country representatives (UNITAR)¹</i>	
SESSION 2	Putting the NAP process in perspective	
	<i>Session Objective – Participants are provided with an introduction to the NAP process and the UNFCCC/LEG Technical guidelines for the NAP process.</i>	
11:00-11:20	Presentation on the NAP process <ul style="list-style-type: none"> ▪ Motsomi Maletjane, UNFCCC 	
11:20-11:55	Introduction to the UNFCCC/LEG technical guidelines for the NAP process <ul style="list-style-type: none"> ▪ Batu Uprety, LEG 	
11:55-12:40	Table Work Group Challenge <u>Table Work Objectives</u> <ul style="list-style-type: none"> ▪ Capture the current understanding of the participants on the NAP process; ▪ Understand opportunities and challenges to integrate NAPs into the national development processes. <p><i>Note: Participants will carry out discussions at their tables on the key opportunities and challenges anticipated in linking NAPs to existing broader development processes, as well as their proposed solutions for overcoming these challenges. Their worksheets will be collected to feed into panel discussion and group works. Facilitator is expected to provide an introduction to the Table Work and capture the level of understanding of the participants through a short Q&A intervention.</i></p>	
12:40-13:40	<i>Lunch break</i>	
13:40-14:30	Table Work Group Challenge – continued	

¹ UNITAR is leveraging this training workshop to undertake video interviews with training participants under the 'Brokering of Knowledge' component of NAP-GSP.

SESSION 3	Elaboration of Element A of the UNFCCC/LEG technical guidelines for the NAP process <i>Session Objective – Participants have greater understanding of the steps under Element A ‘Lay the Groundwork and Address Gaps’. Country experiences will provide insights from ongoing relevant climate initiatives. Session will also provide possible tools and methodologies relevant to Element A.</i>
14:30-14:45	Elaboration of LEG technical guidelines for the NAP process – Element A: ‘Lay the Groundwork and Address Gaps’ <ul style="list-style-type: none"> ▪ LEG, TBC
14:45-15:30	Country experiences followed by Q&A <ul style="list-style-type: none"> ▪ Discussant 1: ‘Lay the groundwork and address gaps’, Ethiopia, TBC ▪ Discussant 2: ‘Lay the groundwork and address gaps’, Liberia, TBC ▪ Discussant 3: China adaptation strategy experiences, Ms. Yun Huang, UNEP-IEMP <p><i>Note: Country presenters are requested to focus on describing lessons learnt from any national or sub-national climate initiatives such as NAPAs or any other initiative related to Element A in their countries. Presenters are also invited to identify key examples regarding the steps under Element A at the national and sub-national levels. NAP-GSP Team is expected to provide standard presentation template and guidelines to the presenters.</i></p>
15:30-15:45	<i>Tea/coffee break</i> <i>Video-interview with country representatives (UNITAR)</i>
15:45-16:15	Connecting Element A: ‘Lay the Groundwork and Address Gaps’ with principles, approaches, methods and tools <ul style="list-style-type: none"> ▪ Sandy Bisaro, PROVIA
16:15-17:00	Introduction of other tools developed by NAP-GSP partners and collaborators <ul style="list-style-type: none"> ▪ Institutional mechanisms for advancing NAPs, Ilaria Gallo, UNITAR ▪ Role of stock-taking of country needs and capacities to support the NAP process: Using the SNAP tool, Nele Buenner, GIZ ▪ Identifying available information on climate change impacts and assessing gaps contribute to the NAP process: Lessons learnt from Food Security or Health sectors and needs, FAO or WHO, TBC <p><i>Note: Presenters are invited to explain how the tool, methodologies and approaches presented support this element and relevant steps within Element A described in the UNFCCC/LEG technical guidelines. NAP-GSP Team is expected to provide standard presentation template and guidelines to the presenters.</i></p>
17:00-17:15	Q&A and discussion <ul style="list-style-type: none"> ▪ Facilitator
17:15-17:30	Taking stock of the day’s activities – what have we learnt, what went well, what can be improved? <ul style="list-style-type: none"> ▪ Facilitator

**Participants are invited to a cocktail hour
with light appetizers from 19:00 – 20:30
(Location TBC)**

Day 2, 15 April 2014	
TIME	DESCRIPTION
09:00-09:15	Objectives of the day and housekeeping information <ul style="list-style-type: none"> Facilitator
SESSION 4	Elaboration of Element B of the UNFCCC/LEG technical guidelines for the NAP process <i>Session Objective – Participants have greater understanding of the steps under Element B ‘Preparatory Elements’. Country experiences will provide insights from ongoing relevant climate initiatives. The session will also provide possible tools and methodologies relevant to Element B.</i>
09:15-09:30	Elaboration of UNFCCC/LEG technical guidelines for the NAP process - Element B: ‘Preparatory Elements’ <ul style="list-style-type: none"> LEG, TBC
09:30-10:15	Country experiences followed by Q&A <ul style="list-style-type: none"> Discussant 1: ‘Preparatory elements’, Lesotho, TBC Discussant 2: ‘Preparatory elements’, Angola, TBC Discussant 3: ‘Preparatory elements’, Gambia, TBC <p><i>Note: Same as the note described in Country experiences, Session 3, but for Element B</i></p>
10:15-10:45	Connecting Element B: ‘Preparatory Elements’ with principles, approaches, methods and tools <ul style="list-style-type: none"> Sandy Bisaro, PROVIA
10:45-11:00	<i>Tea/coffee break</i> <i>Video-interview with Country’s representatives (UNITAR)</i>
11:00-11:30	Introduction of other tools developed by NAP-GSP partners and collaborators <ul style="list-style-type: none"> Reviewing and appraising adaptation options, Alex Simalabwi, GWP The role of analysing current and future climate scenarios for advancing the NAP process, Bonizella Biagini, UNDP, TBC <p><i>Note: Same as the note described in Introduction of other tools developed by NAP-GSP partners and collaborators, Session 3, but for Element B</i></p>
11:30-12:45	Group Work 1: Identifying starting points for countries <ul style="list-style-type: none"> Part I: Looking at the steps in Element A and Element B and identifying the most relevant steps for the country – <u>Group work by each country group</u> Part II: Brainstorming on appropriate roles to play by each thematic groups, ways to promote identified steps, and gaps to be filled – <u>Group work by thematic groups: 2 x 3 groups (Planning, Finance and Environment)</u> <p><i>Note: A group facilitator will be assigned per group who will help summarise the group work using provided excel tools. The facilitating team will sort out all the information gathered and present 5 most common steps highlighted by countries. This will also feed into the work on Day 3.</i></p>
12:45-13:45	<i>Lunch break</i>
SESSION 5	Elaboration of Element C of the UNFCCC/LEG technical guidelines for the NAP process <i>Session Objective – Participants have greater understanding of the steps under Element C ‘Implementation Strategies’. Country experiences will provide insights from ongoing relevant climate initiatives. The session will also provide possible tools and methodologies relevant to Element C.</i>
13:45-14:00	Elaboration of LEG technical guidelines for the NAP process - Element C: ‘Implementation Strategies’ LEG, TBC
14:00-15:00	Country experiences followed by Q&A

	<ul style="list-style-type: none"> ▪ Discussant 1:, Mozambique, TBC ▪ Discussant 2:, Zambia, TBC ▪ Discussant 3:, Sierra Leone, TBC ▪ Discussant 4:, Somalia, TBC <p><i>Note: Same as the note described in Country experiences, Session 3, but for Element C</i></p>
15:00-15:30	<p>Connecting Element C: 'Implementation Strategies' with principles, approaches, methods and tools</p> <ul style="list-style-type: none"> ▪ Sandy Bisaro, PROVIA
15:30-15:45	<p><i>Tea/coffee break</i> <i>Video-interview with Country representatives (UNITAR)</i></p>
15:45-16:30	<p>Introduction of other tools developed by NAP-GSP partners and collaborators</p> <ul style="list-style-type: none"> ▪ EbA Approach and its relevance to the NAP process, UNEP, TBC ▪ Implementation strategies for health adaptation, WHO, TBC <p><i>Note: Same as the note described in Introduction of other tools developed by NAP-GSP partners and collaborators, Session 3, but for Element C</i></p>
16:30-16:45	<p>Q&A and discussion</p> <ul style="list-style-type: none"> ▪ Facilitator
16:45-17:15	<p>Taking stock of the day's activities - what have we learnt, what went well, what can be improved?</p> <ul style="list-style-type: none"> ▪ Facilitator

Day 3, 16 April 2014	
TIME	DESCRIPTION
09:00-09:15	Objectives of the day and housekeeping information <ul style="list-style-type: none"> Facilitator
SESSION 6	Elaboration of Element D of the UNFCCC/LEG technical guidelines for the NAP process <i>Session Objective – Participants have greater understanding of the steps under Element D ‘Reporting, Monitoring and Review’. Country experiences will provide insights from ongoing relevant climate initiatives. The session will also provide possible tools and methodologies relevant to Element D.</i>
09:15-09:30	Elaboration of UNFCCC/LEG technical guidelines for the NAP process - Element D: ‘Reporting, Monitoring and Review’ <ul style="list-style-type: none"> LEG, TBC
09:30-10:15	Country experiences followed by Q&A <ul style="list-style-type: none"> Discussant 1: Iteratively updating national adaptation plans, Tanzania, TBC Discussant 2: Reporting, monitoring and review, Uganda, TBC Discussant 3: Developing national adaptation implementation strategy, Malawi or Liberia, TBC <p><i>Note: Same as the note described in Country experiences, Session 3, but for Element D</i></p>
10:15-10:45	Connecting Element D: ‘Reporting, Monitoring and Review’ with principles, approaches, methods and tools <ul style="list-style-type: none"> Sandy Bisaro, PROVIA
10:45-11:00	<i>Tea/coffee break</i> <i>Video-interview with Country representatives (UNITAR)</i>
11:00-11:45	Introduction of other tools developed by NAP GSP partners and collaborators <ul style="list-style-type: none"> Tools available for monitoring adaptation, Roland Sundstrom, GEF Monitoring and Evaluation of Climate Change Interventions, Sahara and Sahel Observatory, TBC <p><i>Note: Same as the note described in Introduction of other tools developed by NAP-GSP partners and collaborators, Session 3, but for Element D</i></p>
11:45-12:30	Panel discussion – Lessons learnt from implementation <ul style="list-style-type: none"> Speaker 1: Implementing National Climate Change Action Plan, Kenya, TBC Speaker 2: Sudan’s National Adaptation Plan: Lessons learnt from implementation, Sudan, TBC Speaker 3: Enhancing capacity for adaptation planning, Lesotho, TBC <p><i>Note: Presentation guidelines will be shared with the presenters.</i></p>
12:30-13:30	<i>Lunch break</i>
SESSION 7	NAP process and international support for adaptation sensitive development <i>Session Objective – Participants, drawing from worksheets from Day 1 and Day 2, and armed with knowledge of the UNFCCC./LEG technical guidelines and tools and approaches from previous days are able develop a timeframe that will serve as a guiding tool for activities to advance the NAP process in their countries and set objectives for themselves, NAP-GSP and other partners.</i>
13:30-14:45	Group Work 2: Way Forward - NAP process in the national context <u>Group Work Objectives</u> <ul style="list-style-type: none"> Brainstorm on identifying actions to advance the NAP process in country; Categorize actions that can be undertaken with countries’ own resources (technical and financial) and those that need external resources; and,

	<ul style="list-style-type: none"> ▪ <i>Develop a timeframe that will serve as a guiding tool to advance the NAP process.</i> <p><i><u>Note:</u> Participants will remain in country groups. A resource person will be assigned as a rapporteur for each group. Rapporteurs will go over the worksheets from Day 1 for each country and record discussions on actions on flipcharts with different coloured markers for actions that require external resources and those that don't. An action matrix template will be distributed for compilation. Rapporteurs or country representatives will present their work in plenary – approximately 5 minutes each – at the end of the session and take questions/comments.</i></p>
14:45-15:00	<p><i>Tea/coffee break</i> <i>Video-interview with Country representatives (UNITAR)</i></p>
15:00-16:15	Group Work 2: Way Forward - continued
16:15-16:30	<p>Q&A and discussion</p> <ul style="list-style-type: none"> ▪ Facilitator
16:30-17:00	<p>Take stock of the day's activities – what have we learnt, what went well, what can be improved? – and address hanging issues / 'Green' parking lot</p> <ul style="list-style-type: none"> ▪ Facilitator
17:00-17:15	Group photo

Day 4, 17 April 2014			
TIME	DESCRIPTION		
09:00-09:15	Objectives of the day and housekeeping (any changes in plans, etc.) <ul style="list-style-type: none"> Facilitator 		
SESSION 8	Linking NAP to access to finance <i>Session Objective – Participants gain a greater understanding of available sources and accessing of adaptation finance, including leveraging public, private sectors and accessing sources such as the Adaptation Fund and GCF in future.</i>		
09:15-10:45	Overview of existing adaptation finance entry points for NAPs and emerging sources Moderator: UN Multi-partner Trust Fund, UNDP, TBC <ul style="list-style-type: none"> Climate Finance Readiness, UNDP, TBC Direct Access to the Adaptation Fund and GCF, TBC Institutional arrangements for Adaptation Finance, WRI, TBC Unlocking the potential of Private Sector Finance, AfDB, TBC Finance From Vertical Funds – Roland Sundstrom, GEF/LDCF, GEF Public Finance – Country, TBC 		
10:45-11:00	<i>Tea/coffee break</i> <i>Video-interview with Country representatives (UNITAR)</i>		
SESSION 9	Technical thematic clinics on access to finance and technology <i>Session Objective – Participants have greater understanding of available finance and technology related tools and resources available to help them advance the NAP process.</i>		
11:00-13:00	Parallel sessions: Clinic A – Planning and budgeting <i>A sign-up sheet will be provided on day 3 for those interested in attending (room TBC)</i>		
	Clinic Topic	Climate Finance Readiness (Economics, CPEIR, Readiness)	Assessing and accessing Technologies for Adaptation (CTCN, AAKNet)
	Clinic Facilitator	Pradeep Kurukulasuriya, UNDP	UNEP, TBC
11:00-13:00	Parallel sessions: Clinic B – Vulnerability Impact Analysis <i>A sign-up sheet will be provided during registration for those interested in attending (room TBC)</i>		
	Clinic Topic	SNAP tool	PROVIA Guidance for NAPs
	Clinic Facilitator	Nele Buenner, GIZ	Sandy Bisaro, PROVIA
13:00-14:00	<i>Lunch break</i>		
14:00-14:45	Plenary discussion and clinic feedback <ul style="list-style-type: none"> LEG, TBC 		
SESSION 10	Linking NAP to broader national strategies and processes <i>Session Objective – Participants and partners are able to learn from and share experiences on linking NAP to national strategies and processes.</i>		
14:45-16:00	Moderated Panel Discussion: Linking NAP to broader national strategies and processes Moderator: Pradeep Kurukulasuriya, UNDP <ul style="list-style-type: none"> Panellist 1: Mainstreaming climate change in national development, lessons learnt from the Poverty-Environment Initiative, David Smith, PEI Africa Manager Panellist 2: Country experience on setting up institutional arrangement for climate change, Rwanda, TBC Panellist 3: Country experience on stakeholder engagement for formulating adaptation plan, Sudan, TBC 		

	<ul style="list-style-type: none">▪ Panellist 4: Integrating DRR and Adaptation into national planning, UNISDR, TBC
16:00-16:15	<i>Tea/coffee break</i> <i>Video-interview with Country representatives (UNITAR)</i>
16:15-17:15	Wrap up of the work-shop and next steps for the NAP-GSP discussion <ul style="list-style-type: none">▪ Ermira Fida, UNEP▪ Pradeep Kurukulasuriya, UNDP
17:15-17:30	Closing

Clinic Descriptions:

PROVIA Guidance for NAPs	Guidance on assessing climate change VIA and on implementing, monitoring and evaluating adaptation Approach to integrating various existing methods into a coherent framework
SNAP Tool	Introduction to the SNAP tool Simulation of a national stakeholder workshop using the SNAP tool Findings and Wrap-up Presentation of real-case application in Tunisia
Assessing and accessing Technologies for Adaptation	Introduction to Climate Technology Centre and Network, AAKNet
Climate Finance Readiness	Economics of Adaptation, CPEIR, Readiness for Climate Finance

Housekeeping Notes:

- Lunch is provided each day of the meeting. A member of the NAP-GSP will make a daily announcement regarding the lunch venue. Lunch is strictly one hour, unless otherwise advised.
- There will be two 15-minute tea/coffee breaks each day. Participants are kindly requested to return to the meeting room in a timely manner.
- Wireless access to the internet is provided free of charge in the meeting room.
- In order to encourage discussions with a range of colleagues, we would like to encourage participants to seat themselves at a different table each day.
- UNITAR, a NAP-GSP partner, will be conducting video interviews throughout the workshop during coffee-breaks as part of a knowledge product for NAP-GSP.
- Participants are requested to please take note of when they are scheduled for the interviews. Location for the interviews will be announced during the workshop. Video interview questions are attached for your reference.

Annex 1:

Work-shop context:

At the Seventeenth Session of the Conference of the Parties (COP 17 to the United Nations Framework Convention on Climate Change (UNFCCC) in November 2011 in Durban, through decision 5/CP.17 on the National Adaptation Plans (NAPs), Parties invited all United Nations organisations, as well as bilateral and multilateral agencies, to support the National Adaptation Plan (NAP) process in the Least Developed Countries (LDCs).

In addition, where possible, Parties invited UN organizations and agencies to consider establishing support programmes for the NAP process within their mandate.

Parties also requested the Global Environmental Facility (GEF), as an operating entity of the financial mechanism, through the Least Developed Countries Fund (LDCF), to consider how to enable activities for the preparation of the National Adaptation Plan process for the Least Developed Countries Parties.

Following this invitation, the LDCF, managed by the GEF, financed the National Adaptation Plan – Global Support Programme (NAP-GSP) through the United Nations Environment Programme (UNEP) and United Nations Development Programme (UNDP) to strengthen institutional and technical capacities of LDCs to advance their respective NAP process.

The NAP-GSP thus brings to bear the varying and specialized skills of the United Nations System, programme partners and collaborating agencies, including FAO, GWP, GIZ, IFAD, UNFCCC, UNICEF, UNISDR, UNITAR as well as the WHO, to assist LDCs in three core areas relevant to the NAP process: institutional strengthening, technical and functional skills development and knowledge brokering.

NAP-GSP has been active since June 2013, and is one of many ways in which LDCs can, should they choose to, acquire assistance to strengthen systems and processes for iterative development of NAPs, in line with their respective national development priorities and strategies.

The Project Board, at its first meeting provided guidance on a range of topics related to the NAP GSP, one of which is a work-plan of activities envisaged for the upcoming year including for training workshops. The first of these workshops under the NAP-GSP took place in Pattaya, Thailand from 17-20 February 2014, and targeting Asian LDCs. This workshop is taking place in Addis Ababa, Ethiopia from 14-17 April 2014, targeting the following LDCs: Angola, Eritrea, Ethiopia, Gambia, Lesotho, Liberia, Malawi, Mozambique, Rwanda, Sierra Leone, Somalia, Sudan, Tanzania, Uganda and Zambia.
