



## CAPACITY DEVELOPMENT FOR POLICY MAKERS TO ADDRESS CLIMATE CHANGE

### GUIDANCE NOTE FOR WORKSHOP PACKAGE

---

One of the first major activities for countries participating in the UNDP project, *Capacity Development for Policy Makers to Address Climate Change*, is the organisation of a National Inter-Ministerial Dialogue on Climate Change. The objective of the Dialogue is to bring a broad group of national stakeholders -- in particular, policy makers from key line ministries -- to the table to raise awareness about the Bali Road Map negotiations and potential implications for national policies.

There are three objectives to the Dialogue:

- Awareness raising for policy makers on climate change strategic issues and key national priorities;
- Capacity development for negotiators on the building blocks of the Bali Action Plan and related policy issues; and
- Capacity development for technical experts on conducting assessments of investment and financial flows to address climate change.

The two- to three-day Dialogues include both “international” and “national” components. A UNDP resource team of international and regional experts introduces the Bali Action Plan negotiation issues, while national experts provide context by presenting the key sectors to be assessed for investment & financial flows; a summary of climate change mitigation and adaptation outcomes identified in the national communications; and local perspectives on the negotiations. A popular feature of the Dialogues is the working group format for adaptation and mitigation, which allows participants to have in-depth discussions on possible steps to combat climate change in key sectors that are national priorities. The Dialogues typically end with a high-level session in which recommendations that have been prepared by the participants are presented to Ministers and media.

Potential outcomes of the Dialogue could include:

- Agreement on the need to develop a national strategy on climate change issues and a negotiating strategy with respect to a post-2012 future climate regime.
- Agreement on how to co-ordinate national Ministerial views relevant to the Bali Action Plan negotiations in order to refine a national position;
- Consensus on how to approach the investment and financial flows assessment, e.g., how Ministries will collaborate and what kind of institutional arrangement would best suit the objective;

UNDP is disseminating this package in English, French, Spanish, Russian, Arabic, and Portuguese. It is available for public use, but the UNDP copyright should be acknowledged. Because the package was tailored to the project, users should consider the session on investment & financial flows and/or preparation of the national issues papers could be considered as optional. If you would like assistance in tailoring the materials, or would like more guidance, please contact the project manager, Rebecca Carman ([rebecca.carman@undp.org](mailto:rebecca.carman@undp.org)).

These materials have been made possible through the generous support of the governments of Norway, Switzerland, Spain, and Finland, UNDP, and the United Nations Foundation to the project.

## Description of contents of the National Inter-Ministerial Dialogue package:

### I. Agenda

<u>Annotated agenda:</u>	This agenda describes in detail the elements of the workshop. It is developed specifically for the workshop resource team.
<u>Participant agenda:</u>	This agenda is intended for distribution to participants.

### II. Participant list

<u>Participant list template</u>	Simple template that captures the key information (name, organization, phone, email) needed for the participant list.
----------------------------------	---

### III. Logistics

<u>Logistical requirements</u>	Contains information on conference venue layout, technical requirements, etc.
<u>Logistical note for team</u>	Template for capturing key travel information for workshop resource team.
<u>Roles &amp; responsibilities</u>	Clarifies distribution of tasks among the workshop resource team.
<u>TOR Report writer</u>	Draft Terms of Reference outlining duties of a report writer.
<u>TOR Workshop organisation</u>	Draft Terms of Reference outlining duties if company is hired to organise Dialogue.

### IV. Pre-workshop surveys

<u>Survey workshop participants</u>	Used to assess the knowledge of participants on climate change. Based on the responses, the presentations and discussions can be tailored to better meet information needs and interests of participants. To allow for the results to be assessed on time, it is recommended to send the survey to participants at least 4 weeks prior to the workshop.
<u>Survey Negotiators</u>	Used to identify topics on which national negotiators would like additional information (beyond that provided in the main workshop) in order to be better prepared for UNFCCC negotiations. <u>Optional component of Dialogue.</u>
<u>Survey I&amp;FF experts</u>	Used to to assess the knowledge of the investment & financial flows team. Based on the responses, the presentations can be tailored to better meet the needs of the experts.

## V. Evaluation forms

<u>Participant feedback forms</u>	Can be distributed at end of morning and afternoon sessions of each day to assess key takeaways and perspectives of participants.
<u>Workshop evaluation form</u>	Disseminated at the end of the Dialogue to assess overall satisfaction and recommendations for improvements. Please note: Question 1 (on presentations) should be adjusted to mirror the agenda.

## VI. Working group materials

The National Dialogue format is based on a philosophy of short presentations to allow more time for discussions between participants. In this context, the working group format has been highly successful. It is recommended that the working groups meet for a minimum of 1 hour – preferably 90 minutes.

<u>Moderator guidance</u>	Outlines the roles of the national moderators who facilitate the working group discussions. Please note: each table should have one moderator.
<u>Working group questions</u>	Set of potential questions for participants to discuss for different thematic working groups, based upon key sectors identified. The questions should be discussed with the moderators and tailored to national circumstances.
<u>Note-Taker Template</u>	Template for capturing key points of the working group discussions.

## VII. Presentations

<u>Bali Road Map</u>	A presentation providing overviews of the project and its the knowledge platform, the Bali Road Map and its building blocks of adaptation, mitigation, technology, and financing. Land use, land-use change and forestry is also included, given its importance to many developing countries.
<u>Investment &amp; Financial Flows</u>	A presentation describing the UNDP methodology for assessing Investment & Financial Flows.
<u>National presentation: Country &amp; climate change</u>	Template for national presentation summarising the key issues of the country regarding climate change.
<u>National presentation: Key sector</u>	Template for national presentation outlining key sector and issues for consideration when undertaking assessment of Investment & Financial Flows.

## VIII. Guidance materials

<u>Organising a Dialogue</u>	Detailed guidance for conducting the National Inter-Ministerial Dialogue on Climate Change.
------------------------------	---

## IX. Capacity development project

Contains two information flyers – one on project results, and one on the project's knowledge platform, [www.undpcc.org](http://www.undpcc.org).

## X. Reference materials (separate file)

UNDP summaries of the UNFCCC negotiations:

- UNFCCC negotiations summary, March\_2009\_Bonn
- UNFCCC negotiations\_update, May\_2009
- UNFCCC negotiations\_overview, May 2009
- UNFCCC negotiations summary, June 2009\_Bonn
- UNFCCC negotiations summary, August 2009\_Bonn
- UNFCCC negotiations summary, October 2009\_Bangkok
- UNFCCC negotiations summary, November 2009\_Barcelona

***The Bali Road Map: Key Issues Under Negotiation*** (UNDP, 2008)

Flagship compilation of set of background briefing documents on the Bali building blocks, national policies, and land-use, land-use change and forestry.

***The Bali Road Map: Summary for Policy Makers*** (UNDP, 2008)

Captures the key elements of the document above.

***The Bali Road Map: Evolving Financing Proposals and Positions In the UNFCCC Negotiations*** (UNDP, 2009)

Describes the proposals and positions feeding into the negotiations on a future financial architecture for climate change under the UNFCCC as of July 2009.

***The Bali Road Map: Nationally Appropriate Mitigation Actions*** (UNDP, 2009)

Describes some potential aspects of nationally appropriate mitigation actions under the UNFCCC as of August 2009.