

Introduction	1
Workshop Rationale	1
Workshop Outcomes	2
Workshop Proceedings	3
Evaluation forms	5
Participants list	7

NCAP partners' workshop The Netherlands / 18-20 January 2005 /

Introduction

The Netherlands Climate Assistance Programme (NCAP, formerly NCCSAP) held a partners' workshop during 18-20 January 2005 at Kasteel Poelgeest in The Netherlands. The workshop assisted country partners in the design of projects that will help inform climate adaptation policy. A major focus is the integration of climate adaptation and development planning, including poverty alleviation. The partners and facilitators felt that the workshop was a great success.

Workshop rationale

The raison d'être of the NCAP is the shortfall in many developing countries to realize the preparation, formulation, implementation and evaluation of national climate policy without external financial and/or technical assistance. The NCAP provides participating countries with such assistance with a view to their becoming self-supporting in formulating climate policy. The countries participating in the NCAP are: Bangladesh, Bhutan, Bolivia, Colombia, Ghana, Guatemala, Mali, Mongolia, Mozambique, Senegal, Suriname, Tanzania, Vietnam and Yemen.

Due to the relevance of *poverty alleviation*, the NCAP gives priority to the identification of *adaptation* measures (such as integrated water management in river/drainage/catchment basins, integrated coastal zone management, soil protection in areas where the 'natural resource base' is under pressure, food security, human health and disaster preparedness).

The current phase of the NCAP runs from 2003 to 2007. During the second half of 2004, it became clear which countries are in the programme and who are the partners in each country. Also, proposals had been prepared by most participants. So the time was right to organize a partner's workshop.



A suitable name.

In January 2005 the Netherlands Ministry of Foreign Affairs decided to change the programme's name from The Netherlands Climate Change Studies Assistance Programme

(NCCSAP) to, simply: The Netherlands Climate Assistance Programme (NCAP). The word 'studies' in the title had given the impression that the programme is an academic research exercise. This is not the case. In fact the programme is concerned with the urgent actions that developing countries must take to adapt to the negative impacts of climate change (extreme fluctuations in the climate; more frequent and powerful cyclones and hurricanes, more frequent and intense floods and droughts) which recent scientific evidence suggests are already occurring..

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Workshop outcomes:

The objectives of the workshop were:

- (further) elaborate country work plans
- Initiate training and peer learning on the choice of methods and tools
- Identify longer term technical assistance needs

A range of material was available to support these objectives:

- A guidance document that provided an overview of methods for assessments of vulnerability and adaptation to climate change
- Posters of typical projects and methods (that were displayed during the workshop)
- Short notes on workshop exercises for participants to draw upon (and use in further briefings of their teams)
- Project posters and plans produced by the country teams

The workshop realized the following outcomes:

Progress on workplans for each country project

The workshop covered three days. On the first day country representatives produced posters outlining their country's respective NCAP project. These posters were placed around the meeting room and were commented on by all participants (country partners and technical assistants). On the second day, trainings were held on specific themes, such as stakeholder participation, vulnerability and pre disaster planning. On the third day country partners used the insights they had gained during these trainings and the comments received on their posters from technical assistants and partners from other countries to revise their respective country workplan. By the end of the workshop most participants reported that they were well on the way to the completion of a good quality plan.



Appropriate facilitation techniques.

The workshop kept formal PowerPoint presentations to less than 5 hours over 3 days. Most activities were carried out in small groups with highly interactive sessions. The first day was designed to produce posters of each project—which were kept on the walls as a reminder of what each country planned to do, and as examples of different kinds of projects that other teams might learn from. The teams photos were added to the posters, which were on display during a formal reception (on the evening of the second day) when potential collaborators from the Netherlands joined the workshop. Many of the sessions were concurrent, in one room. This enabled everyone to see what was going on, for experts to be shared if necessary, and for results to be quickly put on display.



Coordinated Technical Assistance

On the third day of the workshop participants were divided into groups and were assigned resource persons to work closely with them on workplan design. Whereas before the workshop country partners first point of contact had been ETC alone, responsibility for provision of technical assistance was divided during the workshop as follows:

Peter van der Werff (Institute for Environmental Studies)	Ian Tellam (ETC Foundation)	Phil O'Keefe (ETC-UK) and Annette Huber Lee (Stockholm Environment Institute Boston)	Tom Downing (Stockholm Environment Institute Oxford)	Bill Dougherty (Stockholm Environment Institute Boston)
Vietnam Mongolia	Bangladesh Suriname	Tanzania Senegal Mozambique Ghana Mali	Colombia Guatemala	Bolivia Yemen

A diverse and experienced support team. The technical support team was up to 8 people, for some 24 participants. This allowed for intensive discussions covering a wide range of issues and skills. Most of the team were senior staff with extensive experience in project planning, in development and in the countries involved in the programme. Attendance by senior staff from the Netherlands Ministry of Foreign Affairs raised the profile of the workshop and added value to many of the discussions. The support team had been carefully selected to ensure breadth and depth, but also for their experience in one-on-one coaching and project development.

After the workshop this division of responsibility was formalized. The assumption is that the personal relationships created during the workshop will facilitate the level of individual attention that country partner's will need to finalize and implement their workplans.

USB memory stick and web resources

All of the powerpoint presentations, training materials, guidance documents, explanatory posters and other materials that had been prepared in advance of, and during, the meeting were copied onto 128MB USB memory sticks. These memory sticks were distributed to participants during the final session of the workshop (each country received one stick). Participants therefore took from the meeting the virtual equivalent of several hundred pages of relevant background materials. This material has also been posted onto the programme website: www.nlcap.net.



Workshop Proceedings

DAY ONE: Tuesday 18 January 2005

09:00 Registration

09:30 – 10:30

- Keynote speech , Fons Stoelinga, Director, Environment and Water Department, Netherlands Ministry of Foreign Affairs
- Welcome address, Phil O'Keefe, Technical Director, Netherlands Climate Assistance Programme
- Explanation of workshop agenda, Ian Tellam, Programme Manager, Netherlands Climate Assistance Programme

10:30 – 12:30 Interactive poster session, introduced by Tom Downing, Stockholm Environment Institute, Oxford UK.

12:30 LUNCH

13:30 Continuation of interactive poster session

16:00 Wrap up & group outing ('drum workshop')

A philosophy of partnership.

The facilitators and country teams reinforced their individual commitments to the co-production of knowledge. No one felt they knew all of the answers. The interactive facilitation techniques ensured that everyone was given a voice and responsibility for achieving their specific outcomes. A drumming workshop (literally, everyone made music together) helped break down inhibitions. Informally, the team referred to itself as the NCAP Drummers. At a more practical level, the agenda was flexible and sessions were adapted to the needs of the participants. A daily wrap up and a mid-workshop evaluation helped gauge what was working and what needed further attention.

DAY TWO: Wednesday 19 January 2005

09:00 Creation of individual country posters (continued from Day 1)

10:00 Peer review country posters (country partners interrogate each others plans)

- Is the objective clear?
- Are beneficiaries clear?
- How will do what when why?

11:00 Training Sessions:

- Livelihood vulnerability analysis, mapping and modelling, tools and methods
- Stakeholder engagement
- Pre-disaster planning
- Integrated water management (WEAP computer tool)
- Integrated coastal zone management
- Dynamic and interactive vulnerability assessment (DIVA computer tool)

12:30 LUNCH

13:30 Training Sessions (continued)

17:00 Wrap up & close

18:00 Reception attended by G.A. Boon von Ochssee, Netherlands Ambassador for Sustainable Development

20:00 Buffet dinner available in Kasteel Poelgeest

DAY THREE: Thursday 20 January 2005

09:00 Presentation of workplan guidance document: *Guidance for NCAP country work plans (version 0.6 280904)*

09:30 Supervised revision/elaboration of country workplans (using insights from trainings and peer-learning sessions). During this session participants supervised by support team in small groups.

12:30 LUNCH

13:30 Supervised revision/elaboration country plans (continued)

16:30: Wrap up and close

- Impressions of the workshop, Ton van der Zon, Netherlands Ministry of Foreign Affairs
- Closing statement by Phil O'Keefe, Technical Director, NCAP



Mid-Workshop Evaluation:

On the second day of the workshop participants were asked to provide feedback. Each participant received a card with a red frowning face on one side (for negative feedback) and a green smiling face on the other (for positive feedback). The following comments were collected and used by the support team to adjust the remaining agenda.

Negative feedback	Positive feedback
<p>No common discussion of country workplan</p> <p>Agenda very full</p> <p>Evening activities went on late</p> <p>Lack of time during some of the technical sessions</p> <p>Explanation of workplan guidance document needed</p> <p>Trainings in parallel mean some sessions missed</p> <p>More time needed to discuss strengths and weaknesses of NCAP</p> <p>More time needed for technical training sessions</p> <p>Speakers to pronounce and articulate more clearly</p> <p>Would have liked more time to see Leiden and Holland</p> <p>Too cold outside!</p>	<p>Good training sessions</p> <p>Nice teamwork</p> <p>Very interactive agenda</p> <p>Good opportunity to learn from other countries</p> <p>Training sessions have been very helpful</p> <p>Agenda well structured</p> <p>Good dynamics in the programme</p> <p>Have reached a deeper understanding of the issues</p> <p>Sessions have been very participatory</p> <p>Clear presentations</p> <p>Attention has been given to all questions</p> <p>Good facilitation</p> <p>Good opportunity for informal communication</p> <p>Creative atmosphere</p>

Workshop Evaluation –Summary:

Workshop Evaluation - Summary

Workshop participants were asked to complete a standard evaluation form before leaving the workshop. 14 of the 20 country participants returned a form. Responses were as follows.

Question 1. Did the workshop meet your expectations?

Yes = 14

No = 0

Comments?

"The gaps are filled"

"A real direction as to the preparation of national workshops"

"Good understanding and sharing of countries experiences and work-plans"

2. How would you rate the way the workshop was structured (the workshop agenda)?

poor

below average

average

good = 6

excellent = 8

How could structure have been improved?

"Evaluations after each session."

"More time for technical training."

"More time for interaction and discussion".

"Presenters to speak more slowly."

"Trainings should not be in parallel, so that participants could attend all and not some. "

"Agenda should be sent in advance to participants".

"Sufficient breaks should be incorporated into agenda"

"Should reserve some time for sight seeing".

3. How would you rate the way the workshop was facilitated?

poor

below average

average

good = 5

excellent = 8

How could facilitation have been improved?

" Stick to time"

" Some training sessions a bit loose in illustrating methods/ experiences"

4. How would you rate the training sessions that you attended?

Name of training session	Name of facilitator(s)	Rating (Poor = 1; Below average = 2; Average = 3; Good = 4; Excellent = 5)	Suggestions for improvement
Livelihoods and Vulnerability	Tom Downing, SEI – Oxford.	5, 3, 5, 5, 5, 5, 5, 5+, 5, 4, 4, 4, 3	"More information, more detail, could have been provided."
Pre Disaster Planning	Phil O Keefe, ETC - UK	4, 5, 5, 3	
Stakeholder Engagement	Peter van der Werff, IVM – Netherlands & Kate Lonsdale, SEI - Oxford	4, 4, 4, 4, 4	
DIVA (tool for modeling and assessment of impact of sea level rise on coastal areas)	Poul Grashoff, Demis Consultants	5, 5, 2, 5, 5	"The tool/methodology has limited applicability."
WEAP (tool for integrated water resources planning)	Annette Huber Lee, SEI - Boston	5, 5, 5, 5, 4, 4	"Was 'hands on'."
Integrated Coastal Zone Management	Bill Dougherty, SEI - Boston	5, 5, 5, 5	

5. How would you rate the administrative support provided for the workshop?

- Poor = 1
- Below average
- Average = 1
- Good = 3
- Excellent = 9

How could administrative support have been improved?

"At least €150 (DSA) would be fine".

[note: DSA was calculated on the basis of the UN DSA rate for the Netherlands, minus 50% for accommodation and 40% for food, both of which were provided by the organizers. Travel to and from Schiphol airport was also provided or reimbursed. Participants received €25 per day (a total of €75) to cover any additional expenses incurred.]

6. How would you rate the venue facilities provided by Kasteel Poelgeest?

- Poor
- Below average
- Average =
- Good = 6
- Excellent = 7

Do you have any comments regarding the venue facilities?

- "A minibar in the rooms is recommended"
- "Food was bland"
-

7. How would you rate the group outing on Tuesday evening?

- Poor
- Below average
- Average = 1
- Good = 2
- Excellent = 10

Comments?

"Excellent in drumming!"



8. Do you have any further comments or suggestions?

- "Reading material should be provided for participants to read and acquire more information".
- "The time allocated for the workshop was too short although we managed to cover a lot of material. Better to have a five day workshop to be more thorough"
- "Very productive; organizers have practical ideas; trajectory for the project has been set at a modest level"
- "For some people, this is the first time to visit the Netherlands. So a chance to have a look at the country or some area involved in adapting to climate change is expected (say half a day)".
- "Excellent workshop!"

Strongly motivated participants.

The timing at the outset of the projects but also at a time when climate adaptation is receiving international attention helped motivate the partners. The workshop participants (both the country teams and the facilitators) felt that their efforts were important, part of a global shift from 'impacts' and 'mitigation' to 'adaptation' in the context of Millenium Development Goals and poverty reduction. The workshop did not dwell on theory, concepts, history and frameworks; but these were all in play as the background to the recurrent question: 'How can we influence development to reduce our vulnerability to present and future climatic hazards?'

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