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| **DAY 1 – Tuesday, October 17th** | |  |
| **Hour** | **Session** | **NOTES** |
| 08:00 – 08:30 | **Registration of participants** | All to help redirect participants to new location |
| 08:30 – 09:00 | **Welcome remarks and opening of the workshop**   * Ms Anne Desiree Ouloto, Minister for Urban Sanitation, Environment and Sustainable Development * Ms Angele Luh, Head of the UN environment Office in Cote d'Ivoire * Mr. Luc Gregoire, UNDP Country Director | **Babu to MC this session** |
| 09:00 – 09:30 | **Group Photo** | **Kuba to tell us where to go** |
| 09:30 –10:30 | **Session 1: Introduction to the workshop**   * **Review of the workshop’s agenda and objectives** – Imen Meliane, *Facilitator* * **Introduction to the NAPGSP** –Mozaharul Alam, *UN Environment*. * **Icebreaker Exercise:**   + **Present themselves: name, affiliation, expectation all in 30 Sec.**   + **Who has attended a NAP workshop before, stand up. Sit down if you attended only one; sit down if you attended 2, sit down if you attended 3.**   + **One word – Think for a minute and describe the NAP process in your country in ONE word.** | * Run through a PPT with key agenda items. Highlight Changes (GCF, some countries not coming) And some basic rules . * Mention that ALL PPTS will be public at website. Let us know if there is any material you need to have out. * Icebreaker (see Left in Yellow) |
| 10:30 – 11:00 | **Coffee** |  |
| 11:00 – 12:15 | **Session 2: Overview of the NAP process at the national level**   * **Overview of the NAP Process** – Paul Desanker, *UNFCCC* * **Group Exercise** – Countries to reflect on the stages that they are at with regards to their NAPs, and on main challenges faced. * **Understanding the NAP-Readiness window** *–* Jason Spensley*, Green Climate Fund (via Skype)* | * Start with Paul. * Start Exercise * Go to the GCF-Q&A * Late lunch |
| 12:15 – 13:45 | **Lunch** | **Reconfirm lunch timings with hotels.** |
| 13:45 – 15:00 | **Session 3: Institutional and Governance arrangement in NAPs**   * **Overview on institutional arrangements for NAP** – Sadya Ndoko, *UNDP* * **Experience from Cameroon** | **Potential Qs for Cameroon-if not addressed in their PPT:** - Why did you start the NAP? Which agency leads the process? Other agencies involved? - What did you learn from the experience? |
| 15:00 – 15:30 | **Coffee** |  |
| 15:30 – 16:45 | **Session 4: Stocktaking and coordination mechanisms exercises**   * NEW Exercise:   + For countries not advanced in nap process, outline gaps/challenges for institutional coordination and suggest a realistic coordination institutional arrangement. Share some tips.   + For those countries advanced in their NAP-do the flow/Sadya. | * Allow time to finalise stocktaking. * Run New Exercise * Report with 4 volunteer countries |
| 16:45 – 17:00 | **Recap of the day** |  |
| **DAY 2 – Wednesday, October 18th** | |  |
| 08:30 – 08:45 | **Overview of the Day** |  |
| 08:45 – 10:30 | **Session 5: Technical aspects in the design and implementation of NAPs - Climate information systems and integrated risk assessments**   * **Climate information systems – Ilaria Gallo, WMO.** * **Integrated risk assessments – Imen Meliane, NAP-GSP.** * **Experience from Cote d’Ivoire** * **Experience from South Africa ( Sibonelo Mbanjwa)** * **Experience from Angola ( Julcileia Vasconcelos )** | Someone else to Help Keep time/ Babu? |
| 10:30 – 11:00 | **Coffee** |  |
| 11:00 – 12:15 | **Session 6: Technical aspects in the design and implementation of NAPs – Informing Decision Making**  Country exercise– how to inform development planning decision-making? | Republic of Utopia with Role play. Participants are given 5 min to read. Distribute cards of role they have to play- discuss the Qs in the exercise. |
| 12:15 – 13:45 | **Lunch** |  |
| 13:45 – 15:00 | **Session 7: Technical aspects in the design and implementation of NAPs - Sectoral adaptation planning**   * **Supplementary guidelines on integrating adaptation in Agriculture and lessons learned from NAP-Agriculture**– Sadya, *UNDP* * **Adaptation planning in the health sector** *–*Sally Edwards, *WHO* * **Experience from Ghana** * **Experience from Kenya - Confirmed** | Keep to time.  Potential Q for discussions:  - How did the sector interact with other sectors undertaking adaptation planning?  - How does the sectoral planning links back to the central national adaptation planning (follows specific guidance, coordination meetings…)  - How does the sector interacts with adaptation planning at sub-national level? |
| 15:00 – 15:30 | **Coffee** |  |
| 15:00 – 16:30 | **Session 8: Available tools to help with NAP planning.**   * **The Stocktaking for National Adaptation Planning (SNAP) tool** *–* Maylin Meincke, *GIZ* * **Capacity needs assessment for NAP** – UNITAR. * **The PEG M&E tool**– Paul Desanker, UNFCCC*.*   *Facilitated Discussion* | Keep PPTs to time.  Qs to ask audience:   * How useful to you find these tools. * Their applicability in your country situation |
| 16:30 – 17:00 | **Recap of the day**  *Facilitator and Rapporteur* |  |
| **DAY 3 – Thursday, October 19th** | |  |
| **08:30 – 9:30** | **Session 9: Financial support to enable the implementation of NAPs**   * **Overview of International financial landscape for NAP and adaptation funding** – Mozaharul Alam, *UN Environment*.   *Discussion: Countries experiences in accessing financial support - Challenges and Lessons learned* | Change of time – reduced to one hour session  Start other session before Coffee |
| 10:00 – 10:30 | **Coffee** |  |
| **9:30 – 11:00** | **Session 10: Integrating adaptation in national financial planning**   * **Tools, options and incentives for integrating adaptation planning in national budgeting, and opportunities for private sector’s involvement** – Sadya Ndoko, *UNDP* & Ilaria . * **Experience from Seychelles** | * experience sharing on work by finance ministries on integrating adaptation in national budgeting * readiness |
| **11:00 – 11:30** | **Session 11: Understanding the integration of gender considerations into NAPs**   * **Gender and dimension in NAP** – Imen Meliane, *UNDP* & Mozaharul Alam, *UN Environment*. |  |
| 11:30 – 12:30 | **Session 12: Enhancing peer to peer exchange on adaptation planning**  Countries exercise to identify opportunities for sharing information and capacity on implementing their NAPs | * Market place: countries to spend 10 min writing the expertise they have and can “export” * Countries to move to see other countries offers and write their names next to what they want to learn from other countries experiences |
| 12:30 – 14:00 | **Lunch** |  |
| 14:00 – 15h00 | **Session 12: Synthesis and Wrap up**   * Summary of main learning from the workshop * Discussion on regional successes, challenges and opportunities | What are the main lessons learned? Which areas has the region advanced in? Where are the challenges?  What are the opportunities going forward/areas of interest?  What key themes and issues came out of the workshop? |
| 15:00 | **Final Coffee** |  |