

**European Union**

**REGIONAL INCEPTION WORKSHOP**

**EU – GIZ Adapting to Climate Change and Sustainable Energy (ACSE) Programme**

**Funded by the European Union EDF10**

**DRAFT Agenda, 29th – 30th May 2014**

**Venue tbc, FIJI**

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| Time | Item | Content | Presenter /Facilitator |
| **DAY 1** | **29th May** | **Introduction to the GIZ-ACSE programme and procedures** |  |
| 8.00 | Registration |  | Secretariat |
| **8.30** | **Opening** |  |  |
| 8.30 |  | Prayer |  |
| 8.40 |  | Welcome | GIZ |
| 8.45 |  | Opening address | PIFS |
| 8.55 |  | Opening address | EU |
| 9.00 |  | Workshop overview: purpose, objectives and process, what results do we want at end of workshop | GIZ |
| 9.20 |  | Introduction of participants | All |
| 9.40 |  | Logistical updates / group photo | All |
| 9.50 | Morning Tea |  |  |
| **10.20** | **Session 1** | **ACSE and GIZ Component purpose and objectives** |  |
| 10.20 |  | Introduction to whole ACSE | EU |
| 10.30 |  | GIZ-ACSE objectives, overall process for project preparation, eligibility, partners, budget, timeline | GIZ |
| 11.00 |  | Q&A |  |
| 11.20 |  | Presentation of proposal for Steering Committee | GIZ |
| 11.35 |  | Discussion and agreement on way forward | All |
| 11.55 |  | Presentation of proposal for Assessment Committee | GIZ |
| 12.10 |  | Discussion and agreement on way forward | All |
| 12.30 | Lunch |  |  |
| **2.00** | **Session 2** | **Detailed information on concept notes** |  |
| 2.00 |  | Concept note guidelines, template, criteria and weighting and examples of types of eligible projects | GIZ |
| 2.30 |  | Questions and answers | All |
| 2.45 |  | Indicative example of a filled out concept note | GIZ |
| 3.00 |  | Countries to present on past projects, success factors, lessons learnt, projects with potential to replicate or expand / Filling out the concept template for indicative project ideas | Countries |
| 3.30 | Afternoon tea |  |  |
| 4.00 |  | Filling out the template for indicative project ideas cont. | As above |
| **5.00** | **Close of day 1** |  |  |

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| Time | Item | Content | Presenter /Facilitator |
| **DAY 2** | **30th May** | **Guidelines for developing concept notes and full project proposals** |  |
| 8.00 | Registration |  | Secretariat |
| **8.30** | **Session 3** | **GIZ-ACSE Programme Planning** |  |
| 8.30 |  | Prayer |  |
| 8.40 |  | Sub-regional workshops | GIZ |
| 9.00 |  | Q&A |  |
| 9.20 |  | Introduction to procedures for full proposal preparation and introduction to technical and financial criteria and procedures |  |
| 9.40 |  | Q&A |  |
| 10.00 | Morning tea |  |  |
| **10.30** | **Session 4** | **Information session for concept and proposal preparation** |  |
| 10.30 |  | Going through concept note templates (picking up on queries from Day 1 afternoon) | GIZ (Each of these presentations will have time for a Q&A at the end) |
| 10.50 |  | Guidelines on: Logical framework and M&E |  |
| 11.20 |  | Participatory consultation |  |
| 11.40 |  | Cost benefit analysis |  |
| 12.00 |  | Environmental issues |  |
| 12.20 |  | Gender issues |  |
| 12.40 | Lunch |  |  |
| **2.00** | **Session 5** | **Preparing concept notes** |  |
| 2.00 |  | Time on preparing concept notes using template | Countries working in groups with roaming facilitators from GIZ |
| 3.15 | Afternoon tea |  |  |
| **3.45** | **Session 6** | **Next steps** |  |
| 3.45 |  | Round-up of workshop activities | GIZ |
| 4.00 |  | Actions, responsible entities and timelines | GIZ |
| 4.20 |  | Discussion and agreement on way forward | All |
| **4.40** | **Closure** |  |  |
| 4.40 |  | Words of thanks | GIZ |
| 4.50 |  | Closing remarks | PIFS |