

**UNFCCC Expert Workshop on Monitoring and Evaluating  
Capacity Building in Developing Countries**

**St John's, Antigua  
Antigua & Barbuda**

**5 - 6 November 2007**

**Mandate**

The COP, at its twelfth session, requested the secretariat to organize, before the thirteenth session of the Conference of the Parties, an expert workshop on monitoring and evaluation of capacity-building, in collaboration with the Global Environment Facility (Decision 4/CP.12, Capacity-building under the Convention).

**Objectives and Approach**

The objectives of the workshop are:

- To share experiences on approaches to monitoring and evaluation of capacity-building activities by Parties, multilateral, bilateral agencies as well as intergovernmental and non-governmental organizations;
- To discuss enhancement of the effectiveness of capacity-building through sharing experiences, lessons learned, and best practices on the use of results of monitoring and evaluation.

The workshop will consist of presentations and discussions on the following:

- Experiences of Parties;
- Experiences of relevant multilateral and bilateral agencies, and intergovernmental and non-governmental organizations;
- Efforts by the GEF and its implementing agencies to monitor and evaluate capacity-building activities, and develop and apply performance indicators relevant to monitoring and evaluation;
- Lessons learned from proven approaches to monitoring and evaluation.

## Agenda

### Day 1: Monday, 5 November 2007

08:00 – 09:00	Registration
<b>Opening session</b>	
09:00 – 09:40	<p><b>Welcome and opening</b></p> <ul style="list-style-type: none"> <li>• Master of Ceremony: Mr Ato Lewis, Senior Environment Officer</li> <li>• Welcome remarks: Mrs Diann Black-Lane, Chief Environment Officer</li> <li>• Remarks by the chair of the workshop, Ambassador Badger Asadi, SBI Chair</li> <li>• Remarks by the UNFCCC secretariat, Mr. Paul Desanker</li> <li>• Remarks by the GEF Secretariat, Mr. Ravi Sharma</li> <li>• Feature Address: Mrs Sharon Peters, Permanent Secretary, Ministry of Tourism, Civil Aviation, Culture and the Environment, Government of Antigua and Barbuda</li> <li>• Closing: Mr Ato Lewis</li> </ul>
09:40 – 10:10	Coffee Break
<b>Session I – Setting the Scene – General introduction</b>	
10:10 – 10:20	Introductory remarks by the Chair of the workshop
10:20 – 12:30	<p><b>Background</b></p> <ul style="list-style-type: none"> <li>• UNFCCC secretariat (background and context), Paul Desanker, 15mins</li> <li>• GEF/UNDP/UNEP (background and insights), Ravi Sharma, Tom Twining-Ward and <b>Abdul-Majeid Haddad</b>, 15 mins</li> </ul> <p><b>Capacity-building activities in different regions - Panel Discussion on Needs, targets, main activities, Lessons and Gaps (10 mins each)</b></p> <ul style="list-style-type: none"> <li>• Caribbean, Carlos Fuller</li> <li>• Pacific, Espen Ronneberg</li> <li>• South Africa, Shirley Moroka</li> <li>• St Lucia, Crispin D'Auvergne</li> <li>• Tanzania, Freedy Manyika</li> <li>• Uganda, John David Kabasa</li> <li>• Uzbekistan, Tatyana Ososkova</li> </ul>
12:30 – 13:00	Discussion
13:00 – 14:30	Lunch Break
<b>Session II – Approaches to Monitoring of Capacity-building Activities</b>	
<i>Presentation of case studies and national experiences complemented by comments from panelists and followed by questions and answers session from the floor</i>	
14:30 – 16:00	<ul style="list-style-type: none"> <li>• Presentations: Parties (15 + 5 mins each)</li> <li>• Zambia and Finland, Kenneth Nkowane and Matti Nummelin</li> <li>• USA, Duane Muller</li> <li>• China, Ji Zou</li> <li>• Questions and answers, 20 mins</li> </ul>

16:00 – 16:30	Coffee break
16:30 – 17:20	<ul style="list-style-type: none"> <li>• Presentations: IGOs and NGOs, GEF/IA's (15 + 5 mins each)</li> <li>• UNDP, Howard Stewart</li> <li>• START/AIACC, Neil Leary</li> <li>• Penn State/AESEDA, Ikubolajeh Logan</li> <li>• UNITAR, Blane Harvey</li> </ul>
17:20 – 17:50	<b>General Discussion on Monitoring</b> , 30 mins

**19:00** Welcome Cocktail, Captian's Quarters at the Catamaran Hotel and the pick up time is 6:15p.m

**Day 2: Tuesday, 6 November 2007**

<b>Session III – Approaches to Evaluation of Capacity-building Activities</b>  <i>Presentation of case studies and national experiences complemented by comments from panelists and followed by questions and answers session from the floor</i>			
8:30 – 10:00	<ul style="list-style-type: none"> <li>• Presentations: Parties, IGOs and NGOs, GEF/IA's (20 mins each)</li> <li>• UNEP Lessons learned framework, Segbedzi Norgbey and Michael Spilsbury</li> <li>• GEF Evaluation Office, David Todd</li> <li>• OAS, Cletus Springer</li> <li>• GEF/UNDP/UNEP, Ravi Sharma, Abdul-Majeid Haddad, Howard Stewart, <b>Jean-Joseph Bellamy</b> and Tom Twining-Ward: Proposed New Framework</li> <li>• Questions and answers</li> </ul>		
10:00 – 10:15	Coffee break		
<b>Session IV – Enhancing Effective Capacity-building through M&amp;E</b>  <i>Working Group discussions on experiences, lessons learned, and best practices in M&amp;E at the National Level by Parties, and by Organizations for Programmes and Projects</i>			
10:15 – 12:45	Working Group A	Working Group B	Working Group C
12:45 – 14:00	Lunch break		
14:00 – 15:00	<b>Working Group Reports and Discussions</b>		
15:00 – 15:30	Coffee Break		

<b>Session V – Perspectives on a way forward</b>	
15:30 – 16:30	Panel Discussion by Parties, GEF/IA's <ul style="list-style-type: none"> <li>• GEF, IA's</li> <li>• Non-Annex I Parties</li> <li>• Annex II Parties</li> </ul>
16:40 – 17:00	Closing

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