

**Training of trainers workshop on preparing technology transfer projects for financing  
UNFCCC-UNIDO  
Vienna International Centre, Vienna, Austria  
29 September – 1 October 2008**

**Agenda**

| <b>Day 1</b>   | <b>Monday, 29 September 2008</b>   |
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| 8:30 – 9:00  | Registration   |
| 9:00 – 9:15  | Welcome and opening remarks <ul style="list-style-type: none"> <li>• Ms. Wanna Tanunchaiwatana, Manager, Technology, UNFCCC secretariat</li> <li>• Mr. Heinz Leuenberger, Director, Environmental Management Branch, UNIDO</li> </ul>  |
| <b>Part I: Setting the scene</b>                                   |  |
|  | Chair: Mr. Bert van der Plas, UNFCCC secretariat   |
| 9.15 – 9.30  | Technology needs assessments under the UNFCCC - Mr. Vladimir Hecl, UNFCCC secretariat  |
| 9.30 – 9.45  | Enhancing the implementation of the findings of Technology Needs Assessments - Mr. Bert van der Plas, UNFCCC secretariat   |
| 9.45 – 10.00   | National Cleaner Production Centers: possible synergies with the UNFCCC - Ms. Petra Schwager, UNIDO  |
| <b>Part II: Training of trainers - project preparation process</b> |  |
|  | Trainers: Mr. Philip LaRocco, E+Co, Ms. Maria Salinas, E+Co  |
| 10.00 – 13.00  | <p><b>Session One - Trainers' workshop overview</b><br/>To set forth the workshop agenda, method and schedule; to introduce the challenge being addressed and its urgency; to propose a collaboration on how to improve the content we would offer to future trainees.</p> <p><b>Session Two - Method</b><br/>To introduce the Seven Question Building Block Approach to preparing proposals</p> |
| 13.00 – 14.00  | <i>Lunch break</i>   |
| 14.00 – 18.00  | <p><b>Session Three - Numbers: Accounting, Finance and Scheduling Concepts</b><br/>To establish a common basis for gathering and interpreting proposal data that can be quantified</p> <p><b>Session Four - Process: Fact-finding to Base Case to Finished Proposal</b><br/>To transition from gathering information to treating the information as input to be assembled and analyzed</p>       |

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| <b>Day 2</b>  | <b>Tuesday, 30 September 2008</b>   |
| <b>Part III: Training of trainers – preparing project proposals</b> |   |
| 9.00 – 13.00  | <p><b>Session Five - What and Where? Product, Service, Technology and Clients ... Market and Setting</b><br/>To identify the key elements that must be identified, understood and described in a well-prepared and presented proposal; to set forth the required data needed to accurately present a picture of the market, business, governing and civil society conditions that will underpin the success or failure of a proposal</p> <p><b>Session Six - Who and How? Team and Plan</b><br/>To set forth what constitutes a reasonably complete and balanced inventory of the skills and human resources required for preparing, presenting and implementing a successful proposal; to convert the information thus far gathered into a clearly articulated plan of action with time and resource boundaries</p> <p><b>Session Seven - Why? Benefits and Impacts</b><br/>To introduce a commonly framework for classifying proposals; to create an inventory of strengths and weaknesses, benefits and negative impacts requiring attention</p> |
| 13.00 – 14.00   | <i>Lunch break</i>  |
| 14.00 – 18.00   | <p><b>Session Eight - Building and Understanding the Base Case</b><br/>To convert what has been learned and assumed into a clearly articulated, quantitatively bounded presentation</p> <p><b>Session Nine - What if? Conducting Sensitivity Analysis</b><br/>To test the base case and thereby determine its vulnerability to changes in assumptions</p>   |
| <b>Day 3</b>  | <b>Wednesday, 1 October 2008</b>  |
| <b>Part IV: Training of trainers – presenting project proposals</b> |   |
| 9.00 – 13.00  | <p><b>Session Ten - To Whom? Targeting and Presenting the Request</b><br/>To determine the most likely courses of action to obtain the required resources; Introducing the Private Financing Advisory Network (PFAN) - Mr. Peter Storey, PPL International</p> <p><b>Session Eleven - Customization</b><br/>To introduce the requirements of specialized Enablers</p>   |
| 13.00 – 14.00   | <i>Lunch break</i>  |
| 14.00 – 14.30   | <b>The Austrian CDM/JI Programme: Experiences and lessons learnt</b> - Mr. Martin Gauss, Austrian Kommunalkredit  |
| 14.30 – 17.00   | <p><b>Session Twelve: Training Others</b><br/>To revisit prior eleven sessions and critique methods employed; to critique case examples used and suggest improvements; to discuss the importance of networking and the possibilities of new forms of collaboration; to reference other tools and</p>  |

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17.00 – 17.15 **Closing**  
Wrap up and way forward - Ms. Wanna Tanunчайwatana, Manager, Technology,  
UNFCCC secretariat

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