

**Asia and the Pacific regional workshop on preparing technology transfer projects
for financing
UNFCCC
PAN PACIFIC ORCHARD HOTEL
10 Claymore Road
Singapore 229540
26 October - 28 October 2010**

Agenda

Day 1	Tuesday, 26 October 2010
8:30 - 9:00	Registration
9:00 - 9:15	Welcome and opening remarks <ul style="list-style-type: none"> • Mr Chan Khar Liang, Director, National Climate Change Secretariat, Singapore • Mr. Bert van der Plas, UNFCCC Secretariat
Part I: Setting the scene	
	Venue : Picasso 1 Level 3 Pan Pacific Orchard Hotel Facilitator: Mr. Bert van der Plas, UNFCCC secretariat
9.15 - 10:30	Background and context - Mr. Bert van der Plas, UNFCCC secretariat Enhancing the implementation of the findings of Technology Needs Assessments - Mr. Vladimir Hecl, UNFCCC secretariat Financing opportunities under the Poznan Strategic Programme and and Progress of the Global Technology Needs Assessment project of UNEP - Mr. George Manful, UNEP
Part II: Project preparation process	
	Trainer: Mr. Phil LaRocco, E+Co
10.30 – 13.00	Session One - Workshop overview To set forth the workshop agenda, method and schedule; to introduce the challenge being addressed and its urgency Session Two - Method To introduce the Seven Question Building Block Approach to preparing proposals
13.00 – 14.00	<i>Lunch break</i> Venue : 10@ Claymore, Level 2 Pan Pacific Orchard Hotel

14.00 – 18.00	<p>Session Three - Numbers: Accounting, Finance and Scheduling Concepts To establish a common basis for gathering and interpreting proposal data that can be quantified</p> <p>Session Four - Process: Fact-finding to Base Case to Finished Proposal To transition from gathering information to treating the information as input to be assembled and analyzed</p>
18:00 - 21:00	<p>Workshop evening reception hosted by the National Climate Change Secretariat, Singapore Welcome remarks by Mr Peter Govindasamy, Director, International Negotiation Division, Ministry of Trade and Industry. Venue : Van Gogh 1& 2, Level 3 Pan Pacific Orchard Hotel</p>
Day 2	Wednesday, 27 October 2010
	Part III: Preparing project proposals Venue : Picasso 1
9.00 – 13.00	<p>Session Five - What and Where? Product, Service, Technology and Clients ... Market and Setting 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>Session Six - Who and How? Team and Plan 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>Session Seven - Why? Benefits and Impacts 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	<p><i>Lunch break</i> Venue : 10@Claymore</p>
14.00 – 18.00	<p>Session Eight - Building and Understanding the Base Case To convert what has been learned and assumed into a clearly articulated, quantitatively bounded presentation</p> <p>Session Nine - What if? Conducting Sensitivity Analysis To test the base case and thereby determine its vulnerability to changes in assumptions</p>
Evening programme (optional)	<p>Dinner and tour of Night Safari</p> <ul style="list-style-type: none"> ▪ Transport will be provided to and from Night Safari

Day 3 **Thursday, 28 October 2010**

Part IV: Presenting project proposals

Venue : Picasso 1

9.00 – 13.00

Session Ten - To Whom? Targeting and Presenting the Request

To determine the most likely courses of action to obtain the required resources

Session Eleven - Customization

To introduce the requirements of specialized Enablers

Introducing the GEF project format - Mr. George Manful, UNEP

Introducing the Climate Technology Initiative (CTI) and CTI's Private Financing Advisory Network for Project Development and Financing - Mr. Peter Storey, PPL International

Asia Climate Change and Clean Energy Venture Capital Initiative - Mr. Toru Kubo, Senior Clean Energy & Climate Change Specialist, Head of Carbon Market Program Asian Development Bank

Session Twelve: Evaluation

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 techniques

13.00 – 14.00

Lunch Break

Venue : 10@Claymore

Part V: The way forward

Facilitators: Bert Van Der Plas, Vladimir Hecl, UNFCCC secretariat, Mr. Phil LaRocco, E+Co

14.00 – 15.30

Possible follow up actions

To draw experiences and lessons learned from the regional training programme on project preparation with a view to identify possible follow up actions

15.30 – 16.00

Closing

Wrap up - Mr. Bert van der Plas, UNFCCC secretariat