**Lessons and Next Steps for the Targeted Topics Forum**

July 7, 2015 *\*Orange highlighting indicates recommendations internal to Management Group (not for SC review)*

| **Lesson/Recommendation** | **Steps to Address** |
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| *Facilitation* |  |
| Only engage a **facilitator** the Management Group knows well, or do facilitation ourselves | * Look into facilitation of next TTF by an IISD associate as soon as approximate date is set
* Engage facilitator before beginning development of facilitation plan
 |
| Build time for **meetings of facilitation team during the event** into the facilitation plan | * Include this in next TTF facilitation plan
 |
| **Balance mix of methodologies** (plenary, small groups, independent country-specific work) with amount of time available | * Either have an extra day for the TTF or rethink mix of sessions if repeating an event on these topics
 |
| Difficult for participants to **identify their own roles and next steps** when working in multi-country break-out groups | * Allow more time for country teams to work together on exercises/practical tasks
 |
| Combination of individual/quantitative and participatory group **evaluations by participants** would allow for both collective wrap-up of the event, and scope for constructive criticism  | * Adjust facilitation plan to allow both individual and participatory evaluations at next TTF
* Develop evaluation form in advance of next TTF
 |
| Ensure **general agreement on facilitation plan** in advance of travel | * Set deadline for facilitation plan ahead of next TTF
* Schedule extended Management Group call ahead of deadline to allow more in-depth discussions
 |
| *Participants* |  |
| Difficult to plan for **sole country representatives** attending without other members of country team | * *Ensure at least two country team members can attend before confirming participation/booking travel/making arrangements?*
* Modify facilitation plan or have back-up options that take into account possibility of sole country representatives
 |
| Challenging to **balance** engagement with **non-climate focal point** participants on technical issues related to NAPs without losing attention of **those already familiar with the process** (for example, some participants wanted more time to learn about the basics of the NAP process, while one evaluation post-it suggested dropping the “Adaptania exercise” for more NAP-experienced participants) | * Schedule more time for introduction to the NAP process
* Provide more background materials or a webinar on the NAP process in advance
* Adjust facilitation plan to allow time at beginning of event for groups with different levels of NAP experience to work separately
 |
| Need clarity on the **role of resource persons** | * Set deadline ahead of event for identifying and inviting resource persons, and clearly consider their roles in development of facilitation plan
* Provide resources persons with more background information on participants so they can help tailor their involvement
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| Need to clarify and manage expectations on the **role of development cooperation agency participants** | * Ask these participants in advance if there are specific country groups that they are interested in working with
* Clarify with all participants that they are attending to learn how they can improve their existing efforts (not matchmaking/providing additional support)
* If holding a session on the role of these representatives, allow some time for each to introduce their portfolio of NAP-relevant work and solicit feedback/questions from other participants
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| *Importance of south-south exchange* |  |
| Large **appetite for south-south exchange** | * Build on peer-learning function of the TTF in the next facilitation plan
 |
| Interest in learning about **concrete case studies of NAP processes** | * Consider holding a TTF focused on one or a series of NAP case studies (see below)
* Develop case study resources based on examples shared at this TTF and make them available on the NAP Global Network website
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| *Topic: Securing High-level Political Support* |  |
| Clarify **what we are building support for**: Initiating NAP process? Implementation? Mainstreaming? | * Consider in development of facilitation plan and introductory presentation
 |
| Bringing in **perspectives of high-level representatives** would help to address this topic in better depth | * Invite at least a few high-level political representatives and have them share experiences on what would influence them to support a NAP process or related initiative
 |
| Clarify the **connection with the topic of sectoral integration** | * Include a wrap-up session on high-level political support after the segment on sectoral integration to make connections between the topics
 |
| *Topic: Sectoral Integration* |  |
| Useful to allow time to focus on a **country-specific example** of a sector action plan, even if only a section can be addressed in the time allotted | * Include time for this if addressing topic at future TTF
* Provide participants more notice about the request to bring a sector action plan to work with
 |
| Participants may feel disempowered if working with a sector action **plan that is already in place** and they cannot influence | * Request that where possible, participants bring a *draft* sector plan/plan that is not yet finalized (as was done in the case of Kenya)
* Allow more time to consider concrete next steps, which may include interim measures if the strategy is not yet up for review
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| *Organization/Logistics* |  |
| Ensure **clarity on responsibilities** for specific tasks | * Develop a work plan for the next TTF with more lead-up time (by August)
 |
| Provide more **resources and background information** further in advance | * Include selection of background material and date for circulation in work plan for next TTF
 |
| *Topics and Format for Future TTFs* |  |
| Consider running “**cycles” of TTFs for cohorts** of participants to balance cohesion with risk of becoming too exclusive | * Secretariat to send letter to Steering Committee with proposal of topic(s) and participants for next TTF (by end of July)
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| Potential **future topics**: climate information, financing adaptation, NAP case studies |