**DRAFT Event Plan and Backgrounder:**

**NAP Assemblies**

**Background**

The Network has identified a continuum of levels of in-country coordination of NAP-related support:

* Awareness (knowing what others are doing and avoiding duplication)
* Results-oriented (aligning support with NAP process in the country—if the country already has a planning document, this could include supporting implementation)
* Joint financing/implementation (as is taking place in [Cambodia](http://www.napglobalnetwork.org/2015/05/leveraging-cambodia/))

Through brainstorming on potential activities that the Network could support in pursuit of these different levels of coordination, it has become clear that achieving *awareness* will in most cases be a prerequisite to identify potential pathways towards results-oriented coordination or joint financing/implementation.

The “NAP Assemblies” are a proposed activity for supporting such awareness-raising.

**Objectives**

The objectives of the each NAP Assembly will be to:

1. avoid duplication of efforts and identify potential synergies among development partners’ NAP-relevant initiatives, as well as areas where the Network may help to facilitate further coordination
2. ensure developing countries have a say in how existing development support can best support their climate-resilient development
3. build political support for the NAP process by highlighting how coordination and alignment can help to achieve broader development goals

**Overview and Proposed Format**

The NAP Assemblies will bring together development partners providing NAP-relevant support in a given country, along with in-country actors involved in the NAP process. The format may vary slightly depending on a specific country’s circumstances—for example, the number of participants—but the following draft event plan gives a sense of the points that each event will aim to address.

The first day of the event will include participation by the country’s NAP focal point along with development partners providing NAP-relevant support in the country. This will be an opportunity for development partners to learn about how the support they are providing relates to the country’s NAP process, and to the support being provided by other development partners. This information should help to ensure the effectiveness and value of the contributions their existing portfolios make in the country.

The second day of the event (a half day) will include the same participants as well as additional in-country actors involved in the NAP process, for example representatives from climate-sensitive sectors and ministries of finance and planning. This will be an opportunity to share the opportunities and synergies identified on day one with the broader range of actors involved in the NAP process, and ensure that in-country actors are aware of the NAP-relevant support being provided in their sector. It will also be an opportunity to identify next steps, ensuring that in-country actors are involved in this conversation, and to identify potential future activities that the Network could support to facilitate higher levels of coordination (ie: results-oriented coordination or joint implementation/financing).

Day 1 (full day)

*Participants*: Two Secretariat representative facilitating, country’s NAP focal point, development partners active in-country (including Management Team reps if active in that country?

| **Time** | **Session & Format** | **Relevant Objective(s)** | **Lead/Prep** |
| --- | --- | --- | --- |
| 9:00-9:30 | **Introduction to the Assembly**  Presentation by the Network Secretariat outlining goals, agenda, and rationale for the event (including general background on the NAP process, potentially drawing on common training materials for development partners developed by the Network), with a few minutes for Q&A. Presentation should include the “continuum of levels of coordination” to give a sense of flexibility to participants, and the range of possibilities they might explore. | C | Secretariat rep |
| 9:30-10:00 | **Introduction to [Country X] NAP Process**  Presentation by the NAP focal point, with a few minutes for Q&A | B,C | NAP focal point |
| 10:00-11:15 | **Speed Networking**  *(Note: Exact format and timing dependent on number of participants)*  Following a brief introduction to the exercise, participants rotate through one-on-one conversations with other participants, taking with approx. 10 for each conversation. Points to address in the conversation:   1. Briefly introduce the type of support you are providing in the country and, based on the presentations from earlier in the morning, how it might support/align with the NAP process 2. Identify if and how the initiatives being discussed could complement each other, or whether there is any risk of duplication   Participants will be asked to keep notes on second point to bring back to plenary later in the morning.  Participants representing the same agency should stay together. The NAP focal point would participate to get an overall sense of the relevant initiatives under way, and provide his/her perspective on how different initiatives may be relevant. | A | Facilitated by Secretariat rep  Rotation through one-on-one discussions with all participants |
| 11:15-11:30 | **Break** |  |  |
| 11:30-12:30 | **Making Connections**  On flipchart paper/pinboard, post the names of development partner organizations along with brief description in a circle. Ask each participant to report back on:   * With which development partners they would like to explore further synergies, and why (prioritize top two/three as needed)—map these on the pinboard by drawing a green line with one or two words to capture the reason for potential synergies * With which development partners, if any, there is risk of duplication of efforts—map these on the pinboard by drawing an orange line   Explain that after lunch, participants will have the opportunity to explore potential synergies and ways to avoid duplication. | A | Facilitated by Secretariat Rep.  Plenary  Ask all participants to send brief (1 sentence max) description of his/her initiative in advance for flipchart/pinboard |
| 12:30-13:30 | **Lunch**  Over lunch, facilitator from Secretariat to work with the NAP focal point to identify emerging discussion topics for the afternoon session. |  | Facilitated by Secretariat rep.  NAP focal point to use the lunch period to identify key topics for afternoon discussion and small break-out groups as needed. |
| 13:30-14:00 | **Prioritizing Complementarities/Synergies to Pursue**  The facilitator will summarize the results of the morning’s exercise, identifying areas where synergies are emerging and/or areas where there is a risk of duplication as areas for further discussion.  NAP focal point will speak on the topics that are priorities from his/her perspective.  Use dot voting to prioritize topics for more in-depth discussion. Suggested criteria for selection: potential of further coordination efforts to enhance contribution to climate resilient development. | A, B | Facilitated by Secretariat rep.  NAP focal point to share perspective on discussions  Dot voting in plenary |
| 14:00-15:00 | **Discussion and Next Steps: Potential Synergies**  In plenary or in small break-out groups (depending on number of participants and number of priority topics that emerge), address the following for each potential synergy that emerges:   * What is the potential synergy/complementarity that has been identified? * What type of coordination efforts could help to seize or enhance this opportunity? (refer back to continuum of levels of coordination as a probe) * Who needs to be involved? * What are proposed next steps?   Document discussions on flipcharts/pinboards | A, B | Facilitated by Secretariat rep.  Either in plenary or in small groups (tbc based on numbers and topics identified) |
| 15:00-15:15 | **Break** |  |  |
| 15:15-16:15 | **Discussion and Next Steps, Continued**  If needed, take some additional time to finish discussions on topics.  For each topic/area for synergy, briefly review points suggested. Collectively delegate one participant to present on this opportunity the following day. Allow NAP focal point to respond to the suggested next steps for each topic. | A | Facilitated by Secretariat rep. |
| 16:15-16:45 | **Time for Development of Presentations/Further Consultation with Other Participants** |  | Unstructured time for follow-ups |
| 16:45-17:00 | **Closing**  With information on next morning’s activities; Network’s next steps | A | Secretariat rep with NAP focal point |

Day 2 (morning only)

| **Time** | **Session & Format** | **Relevant Objective(s)** | **Lead/Prep** |
| --- | --- | --- | --- |
| 9:00-9:30 | **Introduction to new in-country participants**  Secretariat: Information on the Network and previous day’s discussions  Time for Q&A | B, C | Secretariat rep |
| 9:30-10:45 | **Panel on In-Country Support**  NAP focal point: Brief overview of the country’s NAP process and introduction to speakers  Development partner representatives to make brief presentations on opportunities and synergies for leveraging existing development assistance in support of NAP process  Q&A | B, C | Secretariat rep to facilitate  NAP focal point to chair panel  Development partner representatives to sit on panel (delegated previous day) |
| 10:45-11:00 | **Break** |  |  |
| 11:00-12:15 | **Small Group Discussions on Opportunities and Synergies**  Before the session, have development partner representatives select a specific opportunity/synergy that they would like to focus on and divide them into the number of small groups necessary at different tables in the room  Facilitator to introduce the session and the different groups. Participants (with guidance from NAP focal point as necessary) can choose the group focusing on priority/topic of most relevance to his/her work and join that group discussion to:   * Ask questions * Identify any follow-ups/next steps that should be taken * Identify follow-ups/next steps that the Network could help to facilitate (eg. opportunities for results-oriented coordination and/or joint financing/implementation) | B, C | Secretariat rep (facilitator)  Small group discussions (rotations as needed)  One facilitator per small group discussion |
| 12:15-13:00 | **Review of Next Steps and Closing**  Brief presentation of follow-ups/next steps in plenary  Closing remarks from NAP focal point  Closing remarks from Network Secretariat, including information on upcoming activities | A, B, C | Secretariat rep (facilitator)  NAP focal point (closing remarks) |
| 13:00-14:00 | **Lunch**  Free time for networking |  |  |

**Preparation Considerations**

Once countries have been suggested, the following should be addressed in preparation for a NAP assembly:

* Scoping on what has already taken place in the country, for example through NAP-GSP or other programs
* How do we coordinate with existing in-country mechanisms? See if it is possible to link with any existing coordination mechanisms in countries where we plan to hold a NAP Assembly.
* Supporting the NAP focal point/colleagues in preparation for the event. Secretariat to develop some guiding questions for preparation
* How do we define “NAP-relevant support” in a given country (and thereby identify development partner participants and pitch the relevance to them)