

# Operationalizing the Targeted Topics Forum

## Objective

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To build a community of practice on national adaptation planning - focusing on applied questions without duplicating existing efforts - by specifically:

1. Creating a community of practice on national adaptation planning, by bringing together policymakers and practitioners, who would otherwise not interact, to exchange best practices and hand-on experiences on specific challenges related to national adaptation planning and action/implementation, resulting in increased institutional and technical capacity in key sectors and constituencies.
2. Disseminating information on existing work on national adaptation planning, and identifying gaps that the network could address.
3. Providing a space for facilitated interactions and genuine dialogue between national adaptation planning practitioners and development partners (those based at headquarters and those based in field missions) to meet and exchange views on ways to provide support for the NAP process.

## Expected outcomes and desired results

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1. Increased knowledge on applied questions regarding the development, design and implementation of national adaptation planning through targeted discussions, effectively shared experiences and peer-to-peer learning
2. Development partner support programs are more informed and better suited to the needs of developing country adaptation planning practitioners
3. Increased uptake of national adaptation planning efforts by developing country partners
4. Increased awareness of the value proposition of national adaptation planning for government officials outside of the ministry of environment
5. Creation and expansion of a community of practice on national adaptation planning

## Role of the secretariat

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As the NAP Global Network Secretariat, The International Institute for Sustainable Development (IISD) will provide logistical, administrative and strategic support (e.g. invitations, venue procurement, note-taking during TTF, development of agenda) with input provided by the Steering Committee. Both the Secretariat and Steering Committee will be responsible for identifying potential TTF topics, participants, facilitators and speakers.

## Role of the Steering Committee

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The Steering Committee will review progress of the TTF activities, identify and provide feedback on strategic opportunities and vision for the TTF (including ideas for specific topics), and review and approve workplans associated with the TTF.

## Anticipated evolution of the TTF

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It is expected that the TTF will evolve over time as the community of practice grows and gaps and opportunities are identified to be taken up by the NAP Global Network and addressed through the TTF. The Steering Committee and NAP Global Network Secretariat will play a critical role, however, during the first year in shaping the structure of the TTF and driving the agenda and outcomes of the first, and subsequent, TTF events.

## Issues for consideration by the Steering Committee

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### 1. Agree on plan for inaugural TTF event in 2015

- a. Select **topic(s)** for TTF event
- b. Agree on **target audience** for TTF event
  - i. Government or international organizations providing support to developing countries on national adaptation planning or related activities
  - ii. Developing country government officials and institutions engaged in national adaptation planning or related activities or providing support to other countries for such work
- c. Agree on preferred **size** of event (# of participants)
  - i. Large group (i.e. 100+) to build awareness of the TTF and the NAP Global Network
  - ii. Smaller, focused group (i.e. 50 or less) targeting a specific technical topic
- d. **When** to hold the TTF events
  - i. Standalone event(s) after June intersessional meeting
  - ii. Event(s) on the margins of other, relevant meetings (e.g. LEG meetings, AC meetings, GAN events)
- e. **TTF communications** before and after 2015 event
  - i. Offer webinars to prospective participants to build awareness of the NAP Global Network and provide information on upcoming relevant events

### 2. Determine the appropriate role for interested non-governmental institutions, technical agencies and related partnerships and networks (e.g. UNDP-UNEP NAP GSP, PROVIA, GEF, GCF, Adaptation Committee, WRI)

- a. All are welcome to participate in TTF events determined relevant to the agency's or institution's activities or area of work
- b. A separate working group solely comprised of non-governmental institutions and technical groups should be established to play an advisory role to help shape the TTF element and provide input to specific TTF events

## Issues for consideration during the first TTF event in 2015

The NAP Global Network Steering Committee and Secretariat will continue to be responsible for determining the agenda and outcomes of future TTF events (post-2015). However, given that the TTF events are envisioned to be demand-driven, the NAP Global Network Secretariat and Steering Committee might also solicit feedback from participants of the first TTF event on the following issues:

1. Topics for future TTF events
2. Thematic workstreams – Given the wide array of issues and challenges related to the NAP process, one idea is to establish one or more thematic workstreams under the TTF that focus on specific areas of interest as identified by the Steering Committee and TTF participants. Using this model, participants can attend targeted sessions and participate in webinars and other activities organized by the coordinators of a particular thematic workstream.
  - **PROS:** Provides more opportunities for deeper dives into specific topics; Participants feel that the NAP Global Network has been tailored to their interests; Participants can choose to only follow workstreams/activities relevant to their areas of interest; Could enhance opportunities for tailored follow-on activities (e.g. specific workstream webinars and trainings);
  - **CONS:** Could lead to a higher management burden on the Secretariat and Steering Committee; If we intend for TTF events to be really focused on specific topics, there might not be a need for thematic workstreams;

**Questions for TTF event participants:** *Do participants think that targeted, thematic workstreams would be useful? If so, what are some suggested workstreams?*

3. Regional platforms – Countries and institutions located in the same region likely have more to exchange and learn from each other due to similar development contexts and climate scenarios. As such, participants could explore the added value of having regionally-focused TTF events. Suggested regions include Africa, Asia, Latin America and Small Island Developing States (Pacific, Caribbean).
  - **PROS:** Increases opportunities for exchange between similarly situated countries; Increases reach of NAP Global Network and growth/development of national adaptation planning community of practice;
  - **CONS:** Could lead to a higher management burden on the Secretariat and Steering Committee; Decreases opportunities for exchange between similarly situated countries located in different geographic regions;

**Question for TTF event participants:** *Do participants think that regional platforms of the NAP Global Network would help advance national adaptation planning in their region and others?*

4. Structure of TTF event(s) post-2015
  - One specific technical topic per event (e.g. Linking community action and national policies)
  - A range of topics related to national adaptation planning per event
  - Combination of A and B (i.e. both smaller, technical events and larger, broader events)

## Linkages with other components of the NAP Global Network

It is expected that the TTF will provide a bridge or umbrella for the other two components of the NAP Global Network - global donor coordination and in-country donor coordination. Representatives from each of the interested bilateral agencies (DFID, GIZ, JICA, State/USAID, etc.) will be invited and encouraged to attend the TTF events to network with other bilateral agencies as well as participants representing developing countries and institutions. A half-day or full-day meeting between bilateral agency representatives could be organized on the margins of a TTF event. In addition, meetings on in-country coordination with the respective bilateral agencies and country officials could be organized around a TTF event.

## Draft workplan for operationalizing the TTF

The below workplan provides a potential sequence of activities for operationalizing the TTF:

Activity	Description	Entity	Timeline
<b>Approval of Workplan</b>	Adopt the proposed workplan for the TTF	NAP Global Network Steering Committee (facilitated by the Secretariat)	First meeting of the Steering Committee - March 2015
<b>Regular TTF Calls</b>	Organizational conference calls on a regular basis	NAP Global Network Secretariat and NAP Global Network Steering Committee (or subset of)	First call – April 2015
<b>Webinars</b>	Introduction and explanation of the objective of the TTF to prospective participants	NAP Global Network Secretariat	First webinar - April 2015
<b>Outreach</b>	Outreach to countries to raise awareness of TTF and identify potential participants	NAP Global Network Secretariat/Steering Committee members/Donor Working Group	April 2015 - Ongoing
<b>Activity mapping and Gap Assessment (NAP GSP, LEG, GAN, AC NAPs TF)</b>	Assessment to take stock of on-going, relevant activities and find gaps for TTF to fill	NAP Global Network Secretariat	March 2015 to May 2015
<b>Knowledge Sharing</b>	TTF events to bring participants together to share best practices	NAP Global Network Secretariat	TBD 2015