DRAFT 2nd Steering Committee Meeting Report

March 18, 2016 | Pegasus Hotel, Kingston, Jamaica

Objectives

1) Review progress and achievements from year 1 (2015), identifying key challenges and lessons
2) Review and approve the work plan for Year 2 (2016)
3) Review and approve the new Network communications strategy
4) Identify lessons and best practices from the Targeted Topics Forum in Kingston

Agenda

Time	Session	Presentations
09h00 - 09h15	Welcome and introductions Objectives of the meeting, review of agenda	Anne Hammill (IISD) -- Chair
09h15 - 09h45	1. Review of NAP Global Network Year 1 activities • Highlights from 2015 • Challenges and lessons informing Year 2 activities	Hayley Price-Kelly (IISD)
09h45 – 10h15	2. NAP Global Network Year 2 activities • Overview of proposed annual work plan and objectives	Hayley Price-Kelly
10h15 – 11h00	3. Emerging strategic questions for the Network a) Steering Committee: Changes in composition and engagement b) Relationship to UNFCCC process and bodies c) Role of research / analysis in Network	
11h00 – 11h30	Break	
11h30 – 12h30	4. Network Communications Strategy • Overview of communications objectives, key audiences, channels	Christian Ledwell (IISD)
12h30 – 13h30	Lunch	
13h30 – 14h30	5. Targeted Topics Forum Debrief • Reflections on the topic – did we meet expectations? • Structure and exercises: what worked, what needs to be adjusted?	Facilitated by Blane Harvey (IISD)
14h30 – 15h00	Any other business	

Documents (available via Steering Committee's [online space](#))

• DocA: 2015 Year in Review
• DocB: Update on Planned 2016 Activities
• DocC: Timeline of 2016 Activities
• DocD: Communications strategy brief

Participants

Name	Position/Affiliation
NAP Global Network Secretariat – International Institute for Sustainable Development	
Anne Hammill (Chair)	Team Leader
Hayley Price-Kelly (Secretary)	Network Coordinator
Christian Ledwell	Media and Communications Officer
Blane Harvey (PM only)	Targeted Topics Forum Facilitator
NAP Global Network Steering Committee Members	
Laura Avellaneda	Peru Ministry of Environment
Adriana Brito Da Silva (representing Karen Cope)	Brazil's Ministry of Environment
Albert Daley	Jamaica Office of the Prime Minister
John Furlow	USAID
Axel Olearius (representing Gottfried von Gemmingen)	Germany's GIZ GmbH, Federal Ministry for Economic Cooperation and Development (BMZ)
Malcolm Ridout (virtual, 2 hours)	UK Department for International Development
Debra Roberts (virtual, 1st hour)	Government of Durban, South Africa
Boundjouw Sama	Togo Ministry of Environment and Forest Resources
NAP Global Network Management Team Members	
Michael Brossmann	Germany's GIZ GmbH
Kari Pederson	United States Department of State
Meredith Ryder-Rude	United States Department of State

Summary of Decisions Taken
- Noting the comments and next steps noted below, the Steering Committee approves of the Network's work plan for 2016
- Steering Committee approves of suggested dates—Sept. 21-23—for the next TTF with a new cohort of participants, noting that the Secretariat has already chosen these dates based on a scoping of other relevant events
- Identified criteria for selecting new developing country SC members as needed (for example if potential substitute for Fred is available)
    o Regional representation
    o Stage in the NAP process (e.g. beginning versus advanced in NAP process)
    o Individual's willingness to engage

Summary of Next Steps
- Hayley will share a draft framework to track learning outcomes with the Steering Committee for feedback (by May 2016)
- Hayley will include landscape of donors providing NAP-relevant support in-country as one element of work plan for preparation and/or reporting on NAP Assemblies (by first NAP Assembly, spring 2016)
- Secretariat will continue to consider how the Network can best position itself to address priority issues in the Paris agreement (ongoing)
- Hayley and Anne will schedule a follow-up call with Debra to discuss options on how to address vertical integration within Network activities (including upcoming publications, TTF, etc.) (by May 2016)

- Secretariat will look into how vertical integration can be better integrated into Network activities, including by sharing a proposal on how to address this within the agenda of the upcoming TTF on integration (by June 2016)
- Hayley will share draft Learning Framework with the Steering Committee (by May 2016)
- Secretariat will pursue opportunity to hold a side event on the margins of NAP Expo in July, and follow up with Steering Committee members regarding their potential attendance closer to the date (immediately and ongoing until July 2016)
- Steering Committee members to please check with in-country counterparts regarding possibility of applying to co-host a side event at COP22 with the Network (by June 2016)
- The Secretariat will move forward with activities outlined in communications strategy for the duration of 2016, and will incorporate the following:
  - o Update of Network communications materials and website to reflect revised Network objectives and activities and points noted during this meeting (by September 2016)
  - o Devise and begin implementation of a strategy for provision of key Network information in Spanish, English, French, Portuguese as per discussions during this meeting (by September 2016)
- Secretariat will share a draft agenda (session topics + proposed invited experts) for each TTF with the Steering Committee at least three months in advance of the event for feedback, and will consider results of participant survey and points discussed during this meeting in planning future TTF events

1. **Review of Year One (2015) Activities**
   - Hayley presented updates from the Network's first year of activities (see Doc A & presentation)
   - Debra: Coming out of Paris, need to think about linkages with what comes next
     - o We should champion the adaptation goal in the Agreement – would be a key reason for having NAPs included in NDCs
     - o Also make sure NAPs are given a prominent place in the global stocktake
     - o Strong involvement of non-party actors is one example: how do we address this through Network activities?
     - o Resilient Cities conference, for example, is not flagged on list of outreach activities
     - o Hayley: Secretariat is also thinking about how to address issue of vertical integration in some of our upcoming activities, including a guidance document on vertical integration and bringing the issue into the first TTF with the next cohort (which will again address integration)
   - Other Paris-related issues:
     - o See NAPs link to the transparency framework
     - o Indicators?
     - o Understand the evolving conversation around "adaptation communications" – this was discussed by the OECD CCXG during the same week as TTF, so should follow-up with them on the outcomes of the discussion.
   - Malcolm: Would like to see more information on outcomes/how they will be tracked
     - o Hayley: Network has developed a learning framework and can share with the Steering Committee, along with updates

- Malcolm: When it comes to donor involvement, what can the Network offer these participants? Is there really a need to tell donors what type of support they need, or for donors to tell countries what they are offering? What is the added value for donors
    o Hayley, Meredith: TTF events should be an opportunity for donors to learn about partner countries' activities, and how they can support them. Important for donors to know what other donors are doing to support NAPs, learn from this, avoid duplication; and to learn from the priorities of developing countries themselves

Next Steps Identified:
- Hayley will share a draft framework to track learning outcomes with the Steering Committee for feedback (by May 2016)
- Hayley will include landscape of donors providing NAP-relevant support in-country as one element of work plan for preparation and/or reporting on NAP Assemblies (by first NAP Assembly, spring 2016)
- Secretariat will continue to consider how the Network can best position itself to address priority issues in the Paris agreement (ongoing)

2. Update on Year 2 (2016) Activities

- Hayley presented updates on Year 2 activities ([see Docs B & C and presentation](#))
- Sama: Suggested synthesis role for the Network could be to prepare donor landscapes in countries where NAP Assemblies take place, highlighting complementarities/ comparative advantages of the support different donors are providing in the country in question
    o Adriana: From Brazil's perspective, where sectors are now moving to development of action plans and implementation, this would be useful to help identify where to look for support
- Albert: TTF event again highlighted the usefulness of peer exchange. In cases where participants could benefit from more in-depth technical support, is this something the Network can provide? For example, Climate Change Division is interested in looking more at whether the GCF is a viable option for them to pursue
    o Hayley: South-south exchanges are one avenue through which the Network could provide further support, for example having a participant with GCF experience come to Jamaica to offer targeted support and experience

Next Steps Identified:
- Hayley and Anne will schedule a follow-up call with Debra to discuss options on how to address vertical integration within Network activities (including upcoming publications, TTF, etc.) (by May 2016)
- Secretariat will look into how vertical integration can be better integrated into Network activities, including by sharing a proposal on how to address this within the agenda of the upcoming TTF on integration (by July 2016)
- Hayley will share draft Learning Framework with the Steering Committee (by May 2016)

Decisions Taken:
- Noting the comments and actions identified above, the Steering Committee approves of the Network's work plan for 2016

- Steering Committee approves of suggested dates—Sept. 21-23—for the next TTF with a new cohort of participants, noting that the Secretariat has already chosen these dates based on a scoping of other relevant events

3. Emerging Strategic Questions for the Network

<u>Steering Committee Engagement</u>
How do Steering Committee members feel about their overall engagement with the Network?
- Sama: Hears updates on the Network through colleagues at GIZ, but would like the Secretariat to:
  o Consider translating some brief updates into French (and Spanish, Portuguese) so that they can be shared beyond just the individual SC member more easily to build support for the Network's activities
  o More actively promote opportunities to continue south-south learning and exchange (in between TTFs)
- Anne: Secretariat remains open to SC suggestions on how we can better engage Steering Committee members

<u>Follow-up re: Fred's message regarding willingness to consider replacement</u>
- Colombia: potential member
  o Have interesting work on indicators for example
  o Opportunity to follow up on potential engagement (whether through SC or TTF participation)
- Madagascar: starting NAP process; would be good regional representation if replacing Fred
- Identified criteria for selecting new developing country SC members as needed:
  o Regional representation (e.g. beginning versus advanced in NAP process)
  o Stage in the NAP process
  o Individual's willingness to engage
- Network is open to feedback from SC members on the level of engagement
- MR: Need more information on impact of the Network's activities

<u>Relationship to UNFCCC Process</u>
- Earlier meeting discussion makes it clear that there is scope to better align the Network's activities with what is coming out of Paris, AC, LEG
  o Albert: Seeing in negotiations that in some areas, groups are criticizing outcomes of negotiations (e.g. finance)
    ▪ Some of these issues may be glossed over in the negotiations
    ▪ NAP process and its implications: big issue at this point
    ▪ Can the Network play a role in providing more advice on what the NAP process implies for countries? Consider feeding briefs, results on relevant topics into the UNFCCC process. Over time, Network could be seen as a pool of expertise on the topic
      • Especially as it relates to meeting obligations of the UNFCCC
- Already, though much of our outreach is focused on UNFCCC events (e.g. COPs, SBs, AC, LEG, NAP Expo)

- Are there opportunities to position ourselves in relation to other agendas, such as the Sustainable Development Goals (SDGs)? National development plans are heavily influenced by SDGs—if we're really pursuing integration, should we link with that process?
- Meredith: Take into account relationship we have with OECD, other research organizations: Network should also think about how we can take a "thought leadership" role

Decisions Taken:
- Identified criteria for selecting new developing country SC members as needed (for example if potential substitute for Fred is available)
    o Regional representation (e.g. beginning versus advanced in NAP process)
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4. Communications Strategy

- Christian presented an overview of the Network's communications strategy ([see Doc D and presentation](#))
- Language will be a key issue in the Network's communications
    o Need to decide which materials need to be made available and in which languages
    o For example, general background could be offered in FR, ES, POR
    o Consider having an inventory of products with a brief description of each translated, and indication of which are offered in which languages (could look to GIZ USB key example)
    o sNAPshots: overview briefs could be translated, and country profiles offered in English and language specific to the country of focus specific to country covered
    o Website: Basic information should be translated, but not all blog posts, etc.
- Good to tailor our communications materials to different audiences identified, but should consider all three on the same level (no ranking)
- M&E should inform our communications (e.g. stories of learning outcomes/change in countries)
- Resources page: what do we post?
    o Have already identified resources page as an area of the website that needs improvements/renovations
    o Currently we post Network resources, and some resources from donors, related initiatives
    o Need to be able to sort and search
    o Network has been in touch with Paul Desanker regarding the question of complementarity with NAP Central—we should hear more after the LEG meeting taking place at the same time as this meeting
        ▪ For example, will NAP Central only post the NAP documents of LDCs?
        ▪ Network website cannot be a clearinghouse of NAP documents, but there is demand from participants to see documents from peer countries
        ▪ Network will need to think about how to facilitate this through peer exchange functions

- o Following this TTF, should make sure relevant resources like CliFIT training are available on the website
- Communicating with in-country actors (beyond NAP focal points)
  - o Would be helpful to have a handbook/tool on making case for NAP to different users (e.g. private sector, sector ministries, etc.)
  - o Business cases for different users
  - o Participants from Kenya suggested developing talking points that could be used to brief ministers or other colleagues; and/or simple PPTs on work being done
- How do we get more people looking at the website?
  - o E.g. photo contest to get more people looking at the website, Facebook page or group etc. to test interactive ways of engaging participants and the public

Next Steps Identified:
- The Secretariat will move forward with activities outlined in communications strategy for the duration of 2016, and will incorporate the following:
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Outreach Event: COP22
- Application period for COP22 side events will take place in mid-July—need to begin thinking about who will apply with us and what topic we will address
  - o Anne: Looking into whether we can use IISD observer side event application slot. Worst case is we end up negotiating a compromise on the topic with another IISD program
  - o Other observer applicant options:
    - ▪ German Development Institute? (suggested by Axel)
    - ▪ NGO Network participants? E.g. Practical Action Nepal, WWF Nepal—if we engage them regarding an upcoming TTF, for example, we could see if they would be interested in co-hosting a side event
  - o Michael: Also need a country applicant and should look to SC members and other participants to see if they would be willing to join an application
  - o Topics: tbd, but will have more to talk about than we did by Paris
    - ▪ Do we want to make it directly relevant to the negotiations?
    - ▪ Options are open, people welcome to throw in ideas

Outreach Event: NAP Expo
- Network has been asked to do a "mini-TTF" on the margins of the event
- Will proceed with contacting the Secretariat regarding holding such an event and scheduling—easiest would be on something we've covered at this TTF
- Secretariat will check back in with SC to see if they will attend closer to the date

Next Steps:

- Secretariat will pursue opportunity to hold a side event on the margins of NAP Expo in July, and follow up with Steering Committee members regarding their potential attendance closer to the date (immediately and ongoing until July 2016)
- Steering Committee members to please check with in-country counterparts regarding possibility of applying to co-host a side event at COP22 with the Network (by June 2016)

5. Targeted Topics Forum Debrief

Issue *(Green = worked well; orange = needs improvement)*	How to address at future TTF:
Worked Well:	
Time allocation (3 days rather than 2)	Keep 3-day time allocation
Framing in the introductory presentations (framework presented by Anne + learning journey presented by Blane)	Refer back to initial framework at the beginning of each day
"Three pillars" of TTF: technical; reflexive; relational	Keep this balance at future TTF events
Interactive facilitation techniques (e.g. knowledge clinic, open space) contributing to sharing experiences ("relational" pillar)	Continue to incorporate these less structured sessions into future TTFs—perhaps even devoting additional time to these Potentially increase diversity of energizers
Requiring Improvement:	
Would like to have option of an outing/field trip to take advantage of being in location	Consider incorporating time for a related field trip
Technical presentations by invited experts: greater detail/more specifics needed in order to be useful for many participants; in some cases the individual presenting may not have been the right fit. Also need to manage any disparities in pre-existing experience with/understanding of some topics of different participants	Request greater depth/ detail in the presentations from invited experts Review agenda with Steering Committee/ subset of members or participants in advance to get impression of level of content to cover Reduce segmenting in the planning and facilitation process—e.g. ensure Secretariat can play an oversight role and request presentations by invited experts far enough in advance to facilitate review and potential implementation of any changes; leave role of plenary facilitation with the main facilitator Consider in facilitation plan how content/presentations/exercises could be tailored to address different levels of experience and knowledge in the room
Presentations by country participants ("country spotlights"): focused a lot on the process they've gone through, but not always on specific challenges	Ensure clearer structure for country spotlights (e.g. specific guiding questions, put in touch with relevant invited expert well in advance, emphasize opportunity to share challenges not just process)
Scheduling of reception dinner—not all could attend since held the night before the event	Hold reception dinner on the evening of first official day of the workshop

Next Steps Identified:
- Secretariat will share a draft agenda (session topics + proposed invited experts) for each TTF with the Steering Committee at least three months in advance of the event for feedback, and will consider results of participant survey and points discussed during this meeting in planning future TTF events