



**Workshop on Technology Needs Assessment and Technology Information for the
Caribbean Region
October 20th – 21st, 2003 Port of Spain, Trinidad and Tobago**

Organised by UNDP, CTI, and the UNFCCC in cooperation with the EGTT

Monday, October 20th

8:00-8:30 Participant Registration

8:30-9:00 Opening Remarks

- Charmaine Gomes, United Nations Development Programme
- Kishan Kumarsingh, Experts Group on Technology Transfer
- Elmer Holt, Climate Technology Initiative
- Florin Vladu, United Nations Framework Convention on Climate Change
- Government Representative, Government of Trinidad and Tobago

Remarks will be followed by a 5-minute break

9:05-9:15 Introductions, Agenda and Objectives Review

Participants will introduce themselves briefly and workshop organizers will review the agenda for the next two days and the objectives of the event.
(Participants)

9:15-9:45 Overview of the TNA Process

Overview of development of methodology handbook, who has been involved, the process, and how the document intends to help users (Bonduki)

9:45-10:15 Addressing Adaptation in TNAs

Overview of issues identified by the EGTT and others in the need to more effectively respond to adaptation issues in the TNA process. This overview will be presented by an EGTT representative from the Caribbean region. (Moore)

10:15-10:30 Coffee/Tea Break

10:30-11:15 Conceptual Basis for Adaptation Technologies

This session will present the conceptual basis for the role of adaptation technologies, including: an overview of the concepts and issues of adaptation technologies; what we mean by adaptation technologies (e.g., soft, hard); how they can contribute to/link with development objectives; practical experiences; and, what is involved in looking at adaptation technologies for climate change and/or climate variability and risks. (Smith)

- 11:15-12:00 Overview of Adaptation Framework**
Overview of the draft framework developed as the basis for a supporting adaptation addendum to the existing TNA Methodology Handbook. Identify main elements of this framework and the specific points that need to be addressed by participants during this workshop. This overview will be presented by an EGTT representative from the Caribbean region. (Kumarsingh)
- 12:00-13:00 Lunch**
- 13:00-14:00 Plenary Discussion and Participant Input**
Participants will be encouraged to raise additional questions based on the morning presentations. This discussion will be used to clarify any unresolved questions and to provide the basis for the small group sessions to follow. Participants will be encouraged to express their views as to the extent that the issues paper circulated captures the key adaptation related issues they are dealing with as they prepare to carry out their TNA. (Various)
- 14:00-14:30 Summary of Country Input and Participant Feedback**
Following the introduction of the framework and the country case studies, the floor will be open for a facilitated discussion among participants on areas of particular interest/concern and specific comments related to the proposed framework. (Kumarsingh, Binger, Bonduki)
- 14:30-15:30 Break-Out Sessions with Small Groups**
Small group sessions focused on in-depth review and discussion of the draft framework developed. This working session will be focused on making specific recommendations for changes and additions to this framework and identification of specific areas where more detail should be provided. Practical exercises will be developed to guide these discussions and facilitate the development of useful outcomes. (Kumarsingh, Binger)
- 15:30-15:45 Coffee/Tea Break**
- 15:45-17:30 Break-Out Sessions with Small Groups (Continued)**
Small group sessions focused on in-depth review and discussion of the draft framework developed. This working session will be focused on making specific recommendations for changes and additions to this framework and identification of specific areas where more detail should be provided. Practical exercises will be developed to guide these discussions and facilitate the development of useful outcomes. (Kumarsingh, Binger)
- 18:00-19:30 Reception**
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Tuesday, October 21st

- 8:30-9:00** **Outcomes from Small Group Discussions from Day 1**
Recommendations from the small group sessions on Day 1 will be collected and organized for presentation to the plenary during this 30 minute session. (Small Group Rapporteurs)
- 9:00-10:00** **Adaptation Information Tools and Resources**
Presentation on existing tools, resources, and databases available related to adaptation technologies, best practices, and methodologies. The emphasis of this presentation should be on how these tools can be used most effectively by participants as the TNA is carried out. (Smith)
- 10:00-10:15** **Coffee/Tea Break**
- 10:00-10:30** **Role of Technology Information Resources**
Presentation on role of UNFCCC and ways in which this process can support both the TNA development, as well as, assist in moving adaptation priorities identified forward. An overview of the UNFCCC work on enabling environments would be useful here as well. (Vladu)
- 10:30-11:00** **Effective Role for International Organizations and Networks**
Presentation and discussion on how international organizations and networks such as the CTI, EGTT, and others can add the most value to: advancing the TNA process (with a particular focus on adaptation); promote access to helpful technology information; and, support the development of projects and activities after the TNA has identified country priorities. (Holt)
- 11:00-12:00** **Group Discussion on Regional Technology Information Needs**
Facilitated group discussion on regional adaptation technology needs to support the TNA process. Based on day 1 case studies and morning presentations, participants to provide input on what information resources they see as useful, what information tools they access now, and where improvements can be made. To support this session, a practical exercise could be developed to guide the discussions that can be used by the EGTT representatives facilitating this discussion. (Kumarsingh, Moore)
- 12:00-13:00** **Lunch**
- 13:00-13:45** **Organizing the TNA Process Nationally**
UNDP will provide additional guidance on how the methodology handbook could be most effectively used by participants. CTI will also provide some input based on their experience in providing technical assistance to countries undertaking this activity. The emphasis of this session will be on the practical elements of organizing and implementing an inclusive national TNA process. (Bonduki, Bilello)

- 13:45-15:30 Use of Adaptation Technology Information in TNAs – Small Groups**
Small group focused discussions on how adaptation technology information and the framework developed can be used most effectively in national efforts to carry out TNAs. Small groups will focus on developing specific recommendations on how the framework could be revised or strengthened. In addition, recommendations will be developed on how other organizations and networks can most effectively support this process. (Binger, Smith)
- 15:30-15:45 Coffee/Tea Break**
- 15:45-17:15 Plenary Discussion**
Recommendations from the small group session from 13:45-15:30 on day 2 will be collected and organized for presentation to the plenary followed by a group discussion on outstanding issues, additional recommendations, and the identification of linkages between issues covered over the past two days. (Small Group Rapporteurs)
- 17:15-17:30 Closing Remarks**
Closing remarks from host country representative and event organizers. (Various)