

Pacific Climate Change Portal Training Workshop  
Summary Report,  
19<sup>th</sup> – 21<sup>st</sup> February 2013,  
West Pacific Tuna Commission Annex Building,  
Kolonia, Pohnpei, Federated States of Micronesia

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## 1. Introduction

The Secretariat of the Pacific Regional Environment Programme (SPREP), Climate Change Division held its second Pacific Climate Change Portal Training Workshop for the Northern Pacific from the 19<sup>th</sup> to the 21<sup>st</sup> of February 2013 at the West Pacific Tuna Commission Annex Building in Kolonia, Pohnpei, Federated States of Micronesia.

The workshop was opened by the SPREP Deputy Director General, Mr Kosi Latu, the Governor of Pohnpei and OIC SPC Pohnpei Office John Palmer. Participants included representatives from Palau, FSM, Marshall Islands, Nauru and Kiribati. Also in attendance were participants from the SPC GCCA project and GIZ. The workshop was co-funded by SPC GCCA.

During first workshop in Fiji in November 2012, the portal team focused on testing the portal and capturing lessons learnt on improving training delivery, workshop logistics and portal functions.

This second workshop focused more on training country representatives so that they were confident in uploading their country specific content to the portal. Participants were given the opportunity to review their country profiles and populate the portal with the content they were requested to bring with them to the workshop. Furthermore the breakout sessions were focused on understanding the processes and mechanisms in place for information flow. A facilitator (from SPREP) helped to take care of the overall programme to allow the trainer to focus on the training.

As part of the information sharing focus of the workshop, SPREP invited presentations from partners (GIZ, GCCA, USP and APAN) and countries that were managing climate change information in their respective work areas. Please refer to attached agenda for list of presenters.

This document is a summary of the lessons learnt, suggested improvements and the way forward captured during the training workshop.

## 2. Recommendations

All recommendations were taken from discussions that followed the presentations or the training sessions.

- 1) Countries represented at training are to nominate country editors. Country editors have the role of updating their country's information on the portal. These country editors are to be the officers who participated in the workshop.
  - a. FSM – the participants nominated Ms Patricia Pedrus, the Sustainable Environment Planner as the portal editor but needed confirmation from the Assistant Director Ms Cindy Ehmes. They noted that coordination is the main issue so in order to structure information flow between the four states, FSM would need to develop a coordination mechanism.  
Action: FSM
  - b. Kiribati – participants needed confirmation from the Office of President and Environment. SPREP to contact Mr Tebao Awerika ([awerika@ob.gov.ki](mailto:awerika@ob.gov.ki)) and Mr Manikaoti Timeon ([manikaofitimeon@gmail.com](mailto:manikaofitimeon@gmail.com)) regarding nominations.

- c. Nauru – stated that the Director of Environment will need to advise on the editors. Participant suggested that SPREP contact Brian Star and Mavis Depaune – PACC Coordinator.
  - d. Palau – participants stated that unofficially the portal editors are Ms Gwendolyn Sisor and Ms Madelsar Ngiraingas but this will need to be confirmed officially.
  - e. RMI – participants stated that unofficially the portal editor is Mr Ywao Elanzo but this will need to be confirmed by superiors.
- Action: SPREP by 8<sup>th</sup> March 2013.

- 2) Upon receipt of nominations from countries for their portal editor, SPREP to grant access to these editors. Countries to then begin uploading national content. SPREP to assist in cases where countries need assistance with uploading their information/data.

Action: PICTs by 20<sup>th</sup> March 2013.

- 3) Additional terms to be added to Pacific Climate Change Glossary. Participants to send SPREP Knowledge Management Officer, (Makelesi Gonelevu on email makelesig@sprep.org) additional terms to be added to the glossary e.g energy efficiency and names of countries.

Action: SPREP by April 12<sup>th</sup> 2013.

- 4) SPREP to begin development of the donor directory. The activities to include the following:
- a. Have alerts on the donor directory to notify users of calls for proposals.
  - b. Investigate scope for donors who deal directly with NGOs to be included in the donor directory.
  - c. Donor directory to clearly illustrate funding categories by using graphics/maps showing the funding provided.

Action: SPREP in liaison with GCCA by May 31<sup>st</sup> 2013.

- 5) GCCA country profiles to be reviewed by PICTs.

Action: PICTs by 26<sup>th</sup> February 2013.

- 6) SPREP Communications and Outreach Advisor to develop training module for portal.
- 7) SPREP to liaise with USP PACE-SD regarding the progress of their Knowledge Center and seek ways to collaborate with them to ensure that there is no duplication.
- 8) SPREP to find solutions for uploading content through the Portal Technical Sub Committee to address the issue of intermittent internet connectivity for countries like Palau.

### **3. Lessons Learnt**

Listed below are the lessons learnt from the training workshop.

#### **2.1. Workshop Content**

- 1) It is mandatory for participants to bring with them content for populating the portal. This is the only way to prompt them to populate the portal with their country content. KMO to follow up with participants one week before the training to ensure that they come prepared with the information.

- 2) At this training, participants were asked to demonstrate the steps to getting their answers to the exercises. This was a good way of assessing whether the objective for the session had been achieved. This form of assessment should be continued at future trainings as it will encourage participants to do the exercises.
- 3) Workflows and access control levels need to be in place for next training this ensures quality control of content and that countries are able to update only their country's climate change information.
- 4) Timing of the agenda was appropriate.
- 5) Energizers were a good way of keeping the energy levels high during the intensive workshop.
- 6) Having a facilitator separate to the trainer enabled focus on the training and improved interaction with the participants. Energisers, discussion sessions and breakout groups were managed by the facilitator. In future, the facilitator could also oversee delegation of tasks and logistics.
- 7) The information flow group breakout session gave clarity to the participants and SPREP on the processes involved in the flow of information in-country before it is uploaded to the portal. This came out for FSM as they had no coordinated approach to information gathering and flow between the four states.
- 8) The feedback survey was the good method of getting participant feedback on the workshop particularly in the following areas:

<b>Feedback sections</b>	
<b>Portal presentations (Portal demonstration, PIFACC, PCCP Glossary and Locating Information on the portal)</b>	97.6% found the presentations "Useful";
<b>Partner presentations (GIZ CCCPIR, SPC GCCA:PSIS, APAN, PACC (FSM) and GCCA-USP)</b>	100% found the presentations "Informative";
<b>Database training session</b>	89.275% found it "Just right" while 9.525% rated the training session "Very Hard";
<b>Training delivery (Professionalism, Timing, Relevance etc)</b>	94.4% rated it from "Good" to "Excellent" whilst 5.6% rated the delivery as "Poor";
<b>Programme and tools</b>	89.57% found it "Sufficient" or "Over Sufficient" while 10.48% found it "Insufficient";
<b>Confidence in updating content</b>	90.2% "Confident" to "Very Confident" while 9.74% "Not Confident";
<b>Catering and logistical arrangements</b>	96% "Good" to "Excellent" while 4% "Poor" to "Very Poor".

Overall the objectives for the training were achieved but according to the survey the areas that need improvement are "Database Training Session", "Programme and tools" and increase participant confidence in uploading content to the portal.

## **2.2. Workshop logistics**

- 1) This was the first workshop carried out in partnership with the GCCA. GCCA was very helpful with the logistical arrangements and travel. They also helped with arranging the formalities in-country for the opening and certificate presentations at the closing.
- 2) In future involve GIZ in-country counterpart with logistical arrangements. This ensures that all partners are involved in the training.
- 3) A sound system is essential when training large groups. Especially for participants sitting at the back who are not able to hear the trainer.
- 4) There were over 20 participants therefore it was a large group to train. Training team to consider splitting the group into two and having separate training sessions on separate days for future trainings.
- 5) Dividing the roles between the facilitator, trainer, resource person and assistant contributed to the success of the training. The duties were spread out amongst the group of SPREP staff.
- 6) Taking our own equipment (printer, camera etc.) and stationery saved a lot of time running around looking for them.

## **3. Suggested Improvements**

### **4.1. Projects Database**

- 1) Correct map of Kiribati in the projects database.  
Action: SPREP
- 2) Correct spelling of Federated....under "Country Profile" in projects database.  
Action: SPREP

### **4.2. Documents**

- 1) Add a folder called "Case Studies" as category under Documents.
- 2) Document search does not search content of document only searches the "Title" field therefore it did not find keywords relating to a document if the keyword was not in the title. Book Library search needs to be improved to enable it to search all fields.

### **4.3. Country Profiles**

- 1) Map of FSM in the "Country Profile" to include all states: "Yap, Chuuk, Kosrae, Pohnpei". Kiribati suggested the use the country maps from the national communication reports.

### **4.4. General**

- 1) Photographs to be included in portal with copyright statement, etc.
- 2) Tagging of articles, events, documents etc. need to be implemented on the portal for easy searching.
- 3) Add mechanism for keeping count of when an article etc. is shared on social networking sites like Twitter, etc.
- 4) Implement hit counter on portal.

## **5. Work Programme**

18<sup>th</sup> February – Arrival into Pohnpei and setting up of training room, confirmation of logistical arrangements and purchase of remaining stationery;

19<sup>th</sup> February – Opening of workshop by Kosi and Day 1 of training;

20<sup>th</sup> February – Day 2 of training;

21<sup>st</sup> February 2013 – Day 3 of training, closing and certificate presentation;

22<sup>nd</sup> February 2013 – Leave Pohnpei.

## 6. Photos



Figure 1: Workshop group photo



Figure 2: FSM Governor and SPREP DDG at opening



Figure 3: Workshop partners



Figure 4: Makelesi presenting



Figure 5: Tagaloa presenting



Figure 6: Seema during an energiser



Figure 7: Fabulous Fenno presenting on GIZ



Figure 8: FSM participants during group work



Figure 9: Certificate presentation



Figure 10: Participants relaxing after the workshop

## 5. Participants List

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## **6. Annexes**

Annex 1 : Workshop Agenda

Annex 2 : Summary of feedback

Annex 3: Presentations & Discussions

Annex 4: Country information flows

Refer to attachments.