

## AGENDA

### Regional Training Workshop on Building Capacity for Green Climate Fund (GCF) Concept Note Development in Central, South, and Southeast Asia

6 - 9 May 2025

The Sukosol Hotel, Bangkok, Thailand

Meeting Room: Kamolmart Meeting Room (6<sup>th</sup> Floor)

Time	DAY 1	PIC
Welcome and Registration		
08:30 – 09:00	Arrival and Registration	
	<b>Opening Session</b>	
09:00 – 09:30	<p><i>Welcome Speech</i></p> <ul style="list-style-type: none"> <li>– <b>Dr. Guilberto Borongan</b>, Director, AIT RRC.AP</li> </ul> <p><i>Keynote Speeches</i></p> <ul style="list-style-type: none"> <li>– <b>Prof. Pai-Chi Li</b>, President, Asian Institute of Technology</li> <li>– <b>Mr. Taiki Kohno</b>, Assistant Director, Climate Change Adaptation Office, Global Environment Bureau, Ministry of the Environment, Japan (MoEJ)</li> <li>– <b>Mr. Ivo Besselink</b>, Subregional Lead, Southeast Asia, Department of the Asia and the Pacific Region (DAPAC), GCF</li> </ul>	<p>Facilitator:</p> <p><b>Mr. Armen Rostomyan</b>, Senior Programme Specialist, AIT RRC.AP</p>
	<b>Group Photo</b>	

Session 1: Setting the Stage-Introduction and Overview		
09:30 – 11:00	<b>Overview of Workshop</b> <ul style="list-style-type: none"> <li>– Objectives, Expected Outcomes of the Workshop</li> </ul>	<b>Mr. Huno Solomon Kofi Mensah</b> , Head, Climate Change Cluster, AITRRCAP
	<ul style="list-style-type: none"> <li>– Logistics &amp; Housekeeping Notes</li> <li>– Participant Introductions and Expectations Sharing</li> </ul>	<b>Ms. Charina Lepiten</b> , Programme Specialist, AIT RRC.AP
	<b>Training Rationale and GCF's Role in Enhancing Climate Finance Access for Asia-Pacific Countries</b>	<b>Mr. Ivo Besselink</b> Subregional Lead, Southeast Asia, Department of the Asia and the Pacific Region (DAPAC), GCF
	<b>Science-based Proposal Development through AP-PLAT</b>	<b>Dr. Yuji Masutomi</b> , Head of Asia-Pacific Climate Change Adaptation Research Section, Center for Climate Change Adaptation, NIES, Japan
	<ul style="list-style-type: none"> <li>- Q &amp; A Session</li> </ul>	
11:00 – 11:15	<b>Health Break</b>	

Session 2: Introduction to the Climate Funding Models and Simplified Approval Process (SAP)		
11:15 – 13:00	<p><b>The Green Climate Funding Models</b>  <i>An overview of the GCF global framework, trends, and prospects: Portfolio status, funding models (EDA, SAP, PSF, PPF), trends in funding projects and programmes, focused impact areas, and directions for the future.</i></p> <p><b>GCF Programming and Project Cycle</b>  <i>An overview of the GCF Project Cycle 4 Stages and 10 Stages</i></p>	<b>Mr. Armen Rostomyan</b> , Senior Programme Specialist, AIT RRC.AP
13:00 – 14:00	<b>Lunch Break</b>	
14:00 – 14:30	<p><b>GCF Simplified Approval Process (SAP)</b></p> <ul style="list-style-type: none"> <li>– SAP Video <a href="https://www.greenclimate.fund/projects/sap">https://www.greenclimate.fund/projects/sap</a></li> <li>– Webinar: <b>Update and changes of the GCF Simplified Approval Process (SAP) policy</b>, approved at GCF 32 Meeting Board (B.32) held on 16-19 May 2022.  <a href="https://www.greenclimate.fund/event/introductory-webinar-update-simplified-approval-process-sap-policy">https://www.greenclimate.fund/event/introductory-webinar-update-simplified-approval-process-sap-policy</a></li> </ul>	<b>Mr. Armen Rostomyan</b> , Senior Programme Specialist, AIT RRC.AP
14:30 – 16:00	<p><b>National Climate Finance: Programming and Sources and Participating Countries Initial Project Idea Presentations</b></p> <p><i>Participating country teams present their domestic climate finance programming process with sources relevant for each of the countries and introducing their (priority issues to be addressed) and proposed project/Programme ideas.</i></p> <ul style="list-style-type: none"> <li>– Panel Discussion</li> <li>– Q &amp; A Session</li> </ul>	<b>Mr. Armen Rostomyan</b> , Senior Programme Specialist, AIT RRC.AP
16:00 – 16:15	<b>Health Break</b>	
16:15 – 17:20	<p><b>National Climate Finance: Programming and Sources and Participating Countries Initial Project Idea Presentations</b></p> <p><i>Participating country teams present their domestic climate finance programming process with sources relevant for each of the countries and Introducing their (priority issues to be addressed) and proposed project/Programme ideas.</i></p> <ul style="list-style-type: none"> <li>– Panel Discussion</li> <li>– Q &amp; A Session</li> </ul>	<b>Mr. Armen Rostomyan</b> , Senior Programme Specialist, AIT RRC.AP
17:20 – 17:30	Wrap up of Day 1	

Time	DAY 2: Problem Structuring & Analysis
09:00 – 9:30	Recap of Day 1
9:30– 10:30	<b>Roadmap to Develop GCF Concept Note and GCF Environmental and Social Safeguards and 3 Risk Categories</b> <i>A concept note for the GCF SAP is required to describe the main root causes and barriers to climate resilience and low-emission development that your project or programme seeks to address, including non-climate drivers. This session will explain the different sections of the GCF concept note template and how/where to obtain the necessary background information.</i>
10:30 -10:45	<b>Health Break</b>
10:45 – 12:30	<b>Problem Tree Exercise (Tool 2-1)</b> <i>This session will present the problem tree analysis (Tool 2-1) as a tool for structuring the problem at hand. The exercise seeks to identify a core problem as well as its causes and effects.</i>
12:30 – 13:30	<b>Lunch Break</b>
13:30 – 15:00	<b>Objectives Tree Analysis Exercise (Tool 2-1)</b> <i>Instructions will be given, and teams will work on their project/programme ideas.</i>
15:00 – 15:15	<b>Health Break</b>
15:15 – 17:00	<b>Report Back - Problem Tree and Objectives Tree Analysis</b> <i>Teams will share their results for peer-to-peer feedback.</i>

Time	DAY 3: Building the Results Framework	
09:00 – 09:30	<b>Recap of Day 2</b> <i>Brief discussion on any uncertainty or concerns to date</i>	
09:30 – 10:00	<b>Structure and Key Components of the CN and Framing the Rationale Part of the CN</b>	
10:00 – 10:15	<b>Health Break</b>	
10:15 – 11:00	<b>Formulating a Theory of Change for a GCF concept note: Theory of Change (Tool 4-2)</b> <i>This session will introduce the Theory of Change (TOC) and present how the results of the Objectives Tree are converted into one.</i>	<b>Mr. Huno Solomon Kofi Mensah</b> , Head of Climate Change Cluste, and <b>Mr. Armen Rostomyan</b> , Senior Programme Specialist, AIT RRC.AP
11:00 – 12:00	<b>Theory of Change Exercise (Tool 4-2)</b> <i>Instructions will be given, and teams will work on their project/programme ideas. Teams will be encouraged to write the TOC statements.</i>	
12:00 – 13:00	<b>Lunch Break</b>	
13:00 – 13:45	<b>Formulating a Logical Framework for a GCF concept note: Theory of Change (Tool 7-1)</b> <i>This session will introduce the logical framework (logframe) and present how the results of the Objectives Tree and the ToC are converted into one. The importance of the logframe for the design of the monitoring and evaluation system will also be addressed.</i>	<b>Mr. Huno Solomon Kofi Mensah</b> , Head of Climate Change Cluster, and <b>Mr. Armen Rostomyan</b> , Senior Programme Specialist, AIT RRC.AP
13:45 – 14:30	<b>Logframe Exercise (Tool 7-1)</b> <i>Instructions will be given, and teams will work on their project/programme ideas. Teams will be encouraged to populate the logframe template.</i>	
14:30 – 15:00	<b>Report Back - Theory of Change &amp; Logical Framework</b> <i>Teams will be tasked to finalise their objectives tree and theory of change and present their results for feedback.</i>	
15:00 – 15:30	<b>Health Break</b>	
15:30 – 17:30	<b>Gender Equality, Disability and Social Inclusion Mainstreaming, Private Sector Engagement, Sustainability and Knowledge Sharing in GCF Concept Note Proposals</b> <i>Mainstreaming Gender, private sector, Sustainability, and knowledge-sharing components in GCF Concept Note development. Gender Equality Disability Social Inclusion (GEDSI)</i>	<b>Mr. Armen Rostomyan</b> , Senior Programme Specialist, AIT RRC.AP, and <b>Dr. Vineeta Thapa</b> (AIT GWSC)

Time	DAY 4: Concept Note Development & Presentation
09:00 – 10:30	<b>Structure and Sections of the GCF Concept Note</b> – Q & A Session <i>A concept note for the GCF SAP is required to describe the main root causes and barriers to climate resilience and low-emission development that your project or programme seeks to address, including non-climate drivers. This session will explain the different sections of the GCF concept note template and how/where to obtain the necessary background information.</i>
10:30 – 10:45	<b>Health Break</b>
10:45 – 12:00	<b>Country Group Concept Note Development</b> <i>Discussions</i>
12:00 – 13:00	<b>Lunch Break</b>
13:00 – 14:00	<b>Country Group Concept Note Development</b> <i>Discussions</i>
14:00 – 15:00	<b>Country Group PowerPoint Presentations of Concept Notes</b> <i>A PowerPoint presentation on concept notes (Part 1)</i>
15:00 – 15:15	<b>Health Break</b>
15:15 – 16:00	<b>Country Group PowerPoint Presentations of Concept Notes</b> <i>A PowerPoint presentation on concept notes (Part 2)</i>  <b>Submission of Concept Notes using Flux, GCF video</b> <a href="https://www.greenclimate.fund/video/video-tutorial-submitting-readiness-proposals-fluxx-system">https://www.greenclimate.fund/video/video-tutorial-submitting-readiness-proposals-fluxx-system</a>
16:00 – 16.10	Training Post-event Evaluation
16.10 – 16.30	<b>Closing Session and Certificates Award Ceremony</b>