



giz



**SUMMARY REPORT:
PACIFIC CLIMATE CHANGE PORTAL TRAINING WORKSHOP
19–21 FEBRUARY 2013,
KOLONIA, POHNPEI, FEDERATED STATES OF MICRONESIA**



**Secretariat of the Pacific Regional Environment Programme (SPREP)
under Asia Pacific Adaptation Network (APAN)
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Summary Report:
Pacific Climate Change Portal
Training Workshop,
19–21 February 2013,
Kolonias, 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 19th to the 21st of February 2013 at the West Pacific Tuna Commission, Annex Building in Kolonia, Pohnpei, Federated States of Micronesia.



FSM Governor and SPREP DDG at opening

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.



Makelesi presenting

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.



Tagaloa presenting

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) and Mr Manikaoti Timeon (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 8th March 2013.



Fenno presenting on GIZ

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 20th March 2013.



An Energizer

- 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 12th 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 31st 2013.

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

Action: PICTs by 26th 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

3.1 Workshop Contents

- 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.]



FSM participants during group work

- 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.
- 2) 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.
- 3) Timing of the agenda was appropriate.
- 4) Energizers were a good way of keeping the energy levels high during the intensive workshop.
- 5) 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.
- 6) 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.
- 7) The feedback survey was the good method of getting participant feedback on the workshop particularly in the following areas:

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



Certificate presentation



Workshop partners

3.2 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.

4. 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.

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

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.



Workshop group photo

5. WORK PROGRAMME

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

19th February – Opening of workshop by Kosi and Day 1 of training;

20th February – Day 2 of training;

21st February 2013 – Day 3 of training, closing and certificate presentation;

22nd February 2013 – Leave Pohnpei.



Participants relaxing after the workshop

ANNEXES

Annex 1: List of Participants

| Federated States of Micronesia | |
|--|--|
| <p>1. Gordon David Environmental Educator EPA - PNI State FSM –PNI Email: david.alfredgordon@yahoo.com</p> | <p>2. Ruthey M. Luckymis Environmental Educator KSA Island Resource Management Authority FSM-KRA Email: ruthey@gmail.com</p> |
| <p>3. Antasio Bisek Environmental Educator EPA - Chuuk State FSM-TUK Email: antabisek@yahoo.com</p> | <p>4. Helen B. Tinan Administrative Officer Department of R&D - Yap State FSM- YAP Email: rdyap@mail.fm</p> |
| <p>5. Cindy H. Ehmes Assistant Director OEEM FSM – NTL Email: climate@mail.fm</p> | <p>6. Ms. Patricia Pedrus Sustainable Environment Planner OEEM FSM –NTL Email: pattiwarm@gmail.com</p> |
| <p>7. Johnny Silbanuez OEEM-SPC Climate Change Coordinator OEEM FSM-NTL Email: johnny2ud1@yahoo.com</p> | <p>8. Emihner L. Johnson Acting Executive Director Island Food Committee FSM – PNI Email: info@islandfood.org</p> |
| <p>9. Angel Johnathan Environmental Educator Conservation Society of Pohnpei FSM-PNI Email: cspeducation@serehd.org</p> | <p>10. Tobias Tamerlan Cooperative Research and Extension officer College Of Micronesia –FSM FSM – PNI Email: tobias@comfsm.fm</p> |
| <p>11. Simpson Abraham Coordinator PACC FSM Kosrae FSM-KSR Email: fmpacc@yahoo.com</p> | <p>12. Carlos Cianchini Communications Coordinator PACC FSM Kosrae FSM-KSR Email: cjcianchini@yahoo.com</p> |

| | |
|--|---|
| <p>13. Sage Nagai</p> <p>IT Officer</p> <p>IOM International Organisation for Migration</p> <p>FSM-PNI</p> <p>Email: snagai@iom.int</p> | <p>14. Juanita Lawrence</p> <p>Pohnpei Liaison Officer</p> <p>PREL</p> <p>FSM-PNI</p> <p>Email: lawrencej@prel.org</p> |
| <p>15. April Turner</p> <p>IFCP</p> <p>FSM-PNI</p> <p>Email: aprilskyelawrence@gmail.com</p> | <p>16. Francisco Celestine</p> <p>Environmental Educator</p> <p>EPA</p> <p>FSM-PNI</p> <p>Email: franciscocelastine@gmail.com</p> |
| <p>17. Henry Susaia</p> <p>EPA Specialist</p> <p>EPA</p> <p>FSM-PNI</p> <p>Email: hsusaia@yahoo.com</p> | <p>18. Ismael H. Mikel</p> <p>Chuuk EPA Director</p> <p>Chuuk State</p> <p>FSM-TUK</p> <p>Email: ismael.chuukepa@gmail.com</p> |
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| <p>Nauru</p> <p>21. Kempson Detenamo</p> <p>Information Officer</p> <p>PACC Nauru</p> <p>Nauru</p> <p>Email: kempson.detenamo@gmail.com</p> | |
| <p>Palau</p> <p>22. Gwendalyn Sisor</p> <p>Water Policy Officer</p> <p>Ministry of Natural Resources Environment and Tourism</p> <p>Palau</p> <p>Email: gsisor07@gmail.com</p> | <p>23. Madelsar Ngiraingas</p> <p>Project Coordinator</p> <p>PALARIS</p> <p>Palau</p> <p>Email: madelsar.ngiraingas@gmail.com</p> |

| | |
|--|--|
| <p>Republic of the Marshall Islands</p> <p>24. Ywao Elanzo, Jr. Financial Advisor/Interim Project Coordinator OEPPC RMI Email: ye28@yahoo.com</p> | <p>25. Douglas Henry Communications Coordinator OEPPC –PACC RMI Email: dnhenry3@gmail.com</p> |
| <p>APAN</p> <p>26. Hiroko Kodaka Representative APAN Thailand Email: kodaka@iges.or.jp</p> | <p>GIZ</p> <p>27. Fenno Brunken Climate Change Advisor SPC GIZ CCCPIR FSM-PNI Email: fenno.brunken@giz.de</p> |
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| | |
|---|---|
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| <p>SPREP 35. Makelesi Gonelevu Knowledge Management Assistant, CC Division SPREP Samoa Email: makelesig@sprep.org</p> | <p>36. Tagaloa Cooper Climate Change Coordination Advisor SPREP GCCA:PSIS Samoa Email: tagaloac@sprep.org</p> |
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Annex 2: Presentations and Discussions

1. The workshop was opened officially by the governor of Pohnpei, with Kosi Latu, Deputy Director General of SPREP and John Palmer, Officer in Charge of Northern Pacific SPC in attendance.

2. Participants played a name game to introduce themselves. They also wrote down their own expectations of the workshop, which would be used to evaluate workshop outcomes.

3. Makelesi presentation

4. Tagaloa presentation

5. Questions and Discussion:

- *What is DRM?*
- *How is DRM relevant to local communities?*
- State level policy for DRM (FSM)
- *Information is hard to get so will be a challenge* – this is part of the reason for this workshop – workshop participants will be our partners. Suggested that the best way to ensure effective partnership is to assign national personnel dedicated to this (portal content)
- *Is it a government portal or can others provide information?* This will depend on what the material is – protocols being developed for this.
- *Is there a process in place already at SPREP regarding who the information is received from?* No – this is dependent on the country and national protocols. Makelesi is the point of contact.
- *Need to decide what is put on the portal – who makes the decisions?* CC portal will only share information that is publicly available (ie. Already published or approved by government focal point)
- *What's the difference a portal and a database?* DB is part of a portal – portal comprises db, mapping functions etc – it is a dynamic website

6. Demonstration of the Portal and its Content (followed by exercise)

Questions and Comments

- Suggested to include photographs – this could be considered but would need to address ethical standards, copyright, etc.
- FSM – needs to have a map of all the states of FSM – need to fix it in order to show all the states
- Use the country maps from the national communication reports (Ki)
- Correct tagging necessary!
- **Energy efficiency** missing from glossary
- *Why is UNFCCC the only source for most of our definitions?* – there are 3 sources – UNFCCC, IPCC, UNISDR – all have established and peer reviewed glossaries

- *Twitter? Is there a system that picks out number of articles that come via twitter and other social media?* Not yet, but this is a good idea and will be considered.
- Number of hits – portal being redesigned and will link to national portals
- Number 3 in exercise – **Case Studies** – could this be made a category in the portal.
- Links not working ?
- Login credentials will be given to those who have undergone the training
- Access control levels – countries can upload to events, news, country profiles, links and documents. Country administrators can upload to (other?) categories on the portal?
- Documents search didn't show up under search for **GHG inventory** but probably should show up under **REDD**
- Noted that there are three virtual libraries – *when there are projects that are required to submit information to one of these, how do we make sure we don't have to input to both and avoid duplication.*
ANSWER: enter doc details into portal doc section and provide link only to (eg) the USP site. This does lead to problems of broken links and we are trying to address this.

DAY 2

Presentation by: SPC GCCA:PSIS; GIZ CCPIR; APAN; USP, PACC FSM.

Discussion

How can NGOs that don't have a specific climate focus (such as Island Food, which focuses on improving nutrition) participate in the bigger picture of CC adaptation?

- GCCA would like to see NGO partners engage in the process with the pilot communities;
- There is a template for requests (funding, training, activities) if an NGO wishes to be involved. Note that this then goes through an approval/selection process at a higher level.

Are the USP scholarships open to Northern Pacific countries/territories?

- Project has been endorsed by the USP council so will accept applications from any of the 15 countries (as an example, Lucille Apis-Overhoff from Pohnpei has been granted a scholarship to do her PhD programme)

How do we mainstream and link the requirements of the different online mechanisms

- USP Knowledge Centre is more on scholarly research so should not oblige countries to provide information
- SPREP has an advisory committee and USP has been attending this. The committee is working to ensure coordination and complement rather than duplicate.
- APAN portal is just starting up. In the near future want to collaborate with SPREP and other partners to share/expand

How can USP's communication and education activities be adapted

- USP and GCCA project wants to work with those orgs that have tools – don't want to confuse communities further. Teams on ground in different countries have been advised to
- The PACC is focused on ...[GCCA entirely country driven and currently in project design phase; EU criteria to be followed.

Report back on Commitments

(Since participants had not brought any material to upload as requested, they were are to work in country teams to agree on what they would be able to upload in the next two weeks).

Palau

- All of our primary key documents on climate change
- List of Committees and members
- Country Profile
- List of project

FSM

- Existing projects (list made)
- National Profile (map to incorporate the other states) and 2010 census
- News and events – work with NGOs
- Documents – e.g state policies link to OEEM

Kiribati

- Databases
- Share the knowledge
- Using the Pacific Climate Change Glossary
- Glossary managed and maintained by SPREP but there is an advisory group

Nauru

- Updates on news
- Nodel is main point of contact

Questions

1. How often do we need to enter material?
2. Is there someone we can contact directly for assistance after the workshop?
 - One person needs to have IT background and the other to have CC background to complement each other
3. What happens if country wishes to change nominated administrator - contact Makelesi
4. Is there a period when the password expires?
5. Can deactivate accounts if needed
6. Challenges/Issues
 - Internet connectivity
 - Political – content approval
 - Capacity/high staff turnover

Relational Databases

Presentation on “What is a relational database and its components”.

Benefits of using a relational database – eliminates duplication because there is only one imprint of the record; prevents errors; saves time – data entered once and can be manipulated in several ways; saves disk space

Projects Database

- The information can be exported to an excel spreadsheet and reduce report writing time.
- Mapping of pilot sites of PACC??
- Issue raised regarding updating information on projects.

Identifying the designated people

1. Palau – Gwendolyn and Madelsar but need to confirm officially
2. FSM – need to confirm with Cindy but Patricia currently nominee; coordination is the main issue so in order to structure things in one, we need to identify a coordination mechanism.
1. Kiribati – need to confirm with Office of President and Environment Being and editor requires the person to commit time to this. Two IT people at Office of President but are on contract.

2. Nauru – Director of Environment will need to advise on this (Brian Star. Can also contact Mavis Depaune – PACC Coordinator)
3. RMI – editor has to be confirmed by superiors but for the time being Ywao is the contact.

What's the best way for CROP agencies to reflect the work in multiple countries?

- Can this be done by the project managers but be vetted by the national government?
- At national level, the information has to have undergone some level of quality check
- It's our role as country managers to provide this information and to know what is going on at country level
- Ultimately each govt has to decide and make a decision
- What's the difference between the country pages and the activities/projects pages?
- For the sake of the exercise need to be mindful that this is being developed for us (the countries) – what is going to work?
- National information – need a contact who can provide us with feedback, provide information that is currently not available otherwise
- If the information is relating to national activity only, then need to rely on the national editor.
- If the project/activity is part of a wider initiative, then ok to go through the relevant coordinating agency.
- Question regarding IPR – the portal is managed in terms of keeping the available information updated; the content copyright determines how it is used.
- Question regarding anyone putting up information as long as it's already published (public domain). Hence limiting to just two people per country.
- Only cc projects should be included on the projects db. Ismael ??
- No sensitive data/information on the portal so no need for any MOU between the countries and SPREP (unlike PRISM – which holds statistical data and therefore requires use agreements)
- News and country profiles will require a process which must be followed (Ki)
- CC information – whether it is CC or not, is determined by the country (eg. an outbreak of dengue fever). Countries then are responsible for their stories and the information.

- Project db information – in most cases works better if the agencies assist countries in putting information on the portal. Use the agencies to put information online (unless they are exclusive national initiatives)

DAY 3

- Communications group working closely with ICT group to enable operationalisation/practicality of strategies
- Social Media/ICT in behavior change
- Donor Database – can this be made available to NGOs?
- NGO Input to the portal valuable but needs to be worked out at national level

Errors to be corrected

- FSM Country Profile Map (to include all states)
- Kiribati on the projects database map
- Correct spelling of Federated...under projects

Northern Pacific Climate Change Portal Training SurveyMonkey Evaluation, 19-21 February 2013, Pohnpei, FSM

1. Please rate the usefulness of the following presentations

| | Not useful | Useful | Very useful for my work | Rating Average | Rating Count |
|--|------------|-------------------|-------------------------|----------------|--------------|
| Demonstration of Features of Portal | 4.8% (1) | 57.1% (12) | 38.1% (8) | 2.33 | 21 |
| Pacific Islands Framework for Action on Climate Change | 0.0% (0) | 61.9% (13) | 38.1% (8) | 2.38 | 21 |
| Pacific Climate Change Glossary and Portal Terminology | 0.0% (0) | 57.1% (12) | 42.9% (9) | 2.43 | 21 |
| Locating Information on the Portal | 4.8% (1) | 47.6% (10) | 47.6% (10) | 2.43 | 21 |
| Suggest improvements/comments | | | | | 8 |
| answered question | | | | | 21 |
| skipped question | | | | | 0 |

2. Please rate the following partner presentations

| | Not informative | Informative | Very informative | Rating Average | Rating Count |
|---|-----------------|-------------------|------------------|----------------|--------------|
| GIZ CCPIR, North Pacific Country Activities | 0.0% (0) | 71.4% (15) | 28.6% (6) | 2.29 | 21 |
| SPC GCCA:PSIS | 0.0% (0) | 66.7% (14) | 33.3% (7) | 2.33 | 21 |
| APAN | 0.0% (0) | 71.4% (15) | 28.6% (6) | 2.29 | 21 |
| PACC (FSM) | 0.0% (0) | 66.7% (14) | 33.3% (7) | 2.33 | 21 |
| GCCA-USP | 0.0% (0) | 66.7% (14) | 33.3% (7) | 2.33 | 21 |
| Suggested improvements/Comments | | | | | 6 |
| answered question | | | | | 21 |
| skipped question | | | | | 0 |

3. Please rate the database training session

| | Very Hard | Just right (understood it all) | Too Easy | Rating Average | Rating Count |
|--|-----------|--------------------------------------|----------|-------------------|-----------------|
| (Presentation) Introduction to Relational Databases | 14.3% (3) | 85.7% (18) | 0.0% (0) | 1.86 | 21 |
| (Presentation) Pacific Climate Change Projects Database | 4.8% (1) | 95.2% (20) | 0.0% (0) | 1.95 | 21 |
| Uploading Exercises | 9.5% (2) | 85.7% (18) | 4.8% (1) | 1.95 | 21 |
| Country Group Discussions (on content for uploading in short term) | 9.5% (2) | 90.5% (19) | 0.0% (0) | 1.90 | 21 |
| Suggest improvements/Comments | | | | | 7 |
| answered question | | | | | 21 |
| skipped question | | | | | 0 |

4. How useful were the country presentations on information management systems?

| | Not at all useful | Useful | Very useful | Rating Average | Rating Count |
|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| | 4.8% (1) | 47.6% (10) | 47.6% (10) | 2.43 | 21 |
| answered question | | | | | 21 |
| skipped question | | | | | 0 |

5. How useful was the session on information flows at national level?

| | Not at all useful | Useful | Very useful | Rating Average | Rating Count |
|-------------------|-------------------|-------------------|-------------|-------------------|-----------------|
| | 10.0% (2) | 50.0% (10) | 40.0% (8) | 2.30 | 20 |
| answered question | | | | | 20 |
| skipped question | | | | | 1 |

6. Please rate the Training delivery

| | Very Poor | Poor | Good | Very Good | Excellent | Rating Average | Rating Count |
|---------------------------|-----------|----------|-----------|-------------------|--------------------------|----------------|--------------|
| Professionalism | 0.0% (0) | 4.8% (1) | 28.6% (6) | 47.6% (10) | 19.0% (4) | 3.81 | 21 |
| Timing | 0.0% (0) | 4.8% (1) | 33.3% (7) | 47.6% (10) | 14.3% (3) | 3.71 | 21 |
| Relevance | 0.0% (0) | 9.5% (2) | 33.3% (7) | 47.6% (10) | 9.5% (2) | 3.57 | 21 |
| Presentations | 0.0% (0) | 0.0% (0) | 38.1% (8) | 47.6% (10) | 14.3% (3) | 3.76 | 21 |
| Clarity | 0.0% (0) | 9.5% (2) | 33.3% (7) | 38.1% (8) | 19.0% (4) | 3.67 | 21 |
| Facilitation/Organisation | 0.0% (0) | 4.8% (1) | 23.8% (5) | 47.6% (10) | 23.8% (5) | 3.90 | 21 |
| | | | | | Suggest improvements | | 5 |
| | | | | | answered question | | 21 |
| | | | | | skipped question | | 0 |

7. Please rate the timing, programme and tools

| | Insufficient - more need to be added | Sufficient - just enough | Over sufficient - too much | Rating Average | Rating Count |
|-------------------------------|--------------------------------------|--------------------------|----------------------------|----------------|--------------|
| Presentations | 0.0% (0) | 100.0% (21) | 0.0% (0) | 2.00 | 21 |
| Exercises | 28.6% (6) | 66.7% (14) | 4.8% (1) | 1.76 | 21 |
| Training Manual | 9.5% (2) | 90.5% (19) | 0.0% (0) | 1.90 | 21 |
| Group work | 9.5% (2) | 85.7% (18) | 4.8% (1) | 1.95 | 21 |
| Discussions | 4.8% (1) | 95.2% (20) | 0.0% (0) | 1.95 | 21 |
| Suggest improvements/Comments | | | | | 5 |
| answered question | | | | | 21 |
| skipped question | | | | | 0 |

8. Rate your level of confidence that you will be able to contribute information to the following areas of the portal.

| | Not confident | Confident | Very confident | Rating Average | Rating Count |
|--------------------------|---------------|------------|----------------|----------------|--------------|
| Events | 9.5% (2) | 71.4% (15) | 19.0% (4) | 2.10 | 21 |
| Documents | 9.5% (2) | 71.4% (15) | 19.0% (4) | 2.10 | 21 |
| Country Profiles | 9.5% (2) | 71.4% (15) | 19.0% (4) | 2.10 | 21 |
| Projects | 4.8% (1) | 76.2% (16) | 19.0% (4) | 2.14 | 21 |
| Other (please specify) | 15.4% (2) | 76.9% (10) | 7.7% (1) | 1.92 | 13 |
| Other (please specify) | | | | | 6 |
| answered question | | | | | 21 |
| skipped question | | | | | 0 |

9. Please rate the catering and logistical arrangements of the workshop

| | Very poor | Poor | Good | Excellent | Rating Average | Rating Count |
|------------------------|-----------|----------|-------------------|-------------------|----------------|--------------|
| Venue | 0.0% (0) | 0.0% (0) | 45.0% (9) | 55.0% (11) | 3.55 | 20 |
| Sound | 0.0% (0) | 5.0% (1) | 70.0% (14) | 25.0% (5) | 3.20 | 20 |
| ICT Facilities | 5.0% (1) | 5.0% (1) | 50.0% (10) | 40.0% (8) | 3.25 | 20 |
| Catering | 0.0% (0) | 5.0% (1) | 55.0% (11) | 40.0% (8) | 3.35 | 20 |
| Other (please specify) | 0.0% (0) | 0.0% (0) | 50.0% (2) | 50.0% (2) | 3.50 | 4 |
| | | | | Comments | | 6 |
| | | | | answered question | | 20 |
| | | | | skipped question | | 1 |

10. Please state any other information you would like to include about the training.

| | Response Count |
|-------------------|----------------|
| | 7 |
| answered question | 7 |
| skipped question | 14 |

Page 1, Q1. Please rate the usefulness of the following presentations

| | | |
|---|---|----------------------|
| 1 | This is very useful but still need more time to fully understand esp. the applications. | Feb 20, 2013 6:25 PM |
| 2 | I think Makelesi did a great job because she gave a short overview of the topic and spent most of the time having practical exercises on the portal. That to me was the best part because the practical exercises helped a lot of people learn how to operate the site. | Feb 20, 2013 6:20 PM |
| 3 | Did not attend Day 1 | Feb 20, 2013 6:16 PM |
| 4 | Overall, all the presentations were precise, informative with clear guidelines (especially the portal presentation). I must thank all the presenters for this - Great Job indeed!! | Feb 20, 2013 6:15 PM |
| 5 | Need more time to practice | Feb 20, 2013 6:14 PM |
| 6 | I found them all very useful | Feb 20, 2013 6:13 PM |
| 7 | Update FSM map and if its possible divide the four state and post maps of each of the states | Feb 20, 2013 6:13 PM |
| 8 | none...good as it is now | Feb 20, 2013 6:11 PM |

Page 1, Q2. Please rate the following partner presentations

| | | |
|---|--|----------------------|
| 1 | Need more time to share what each of the project working on and need to tailor info to the islands or at the grassroots level. | Feb 20, 2013 6:25 PM |
| 2 | It was good to hear about the information systems that different reps were using however, I found the practical presentation on the use of their information much more interesting and useful than just the presentation itself. | Feb 20, 2013 6:20 PM |
| 3 | Did not attend GIZ | Feb 20, 2013 6:16 PM |
| 4 | A big FAFETAI LAVA to all the presenters. I just want to say that having a time-keeper is always an excellent idea. And big thanks to Seema for being an excellent facilitator! | Feb 20, 2013 6:15 PM |
| 5 | Pass our brief hard copies to take home | Feb 20, 2013 6:14 PM |
| 6 | no comments | Feb 20, 2013 6:13 PM |

Page 1, Q3. Please rate the database training session

| | | |
|---|---|----------------------|
| 1 | Need to do more of the consultation esp for FSM given 4 islands, allot of disconnections. So a need for the national office to spearhead at some point to improve coordiantions between state and nationla | Feb 20, 2013 6:25 PM |
| 2 | It was interesting learning to use the portal. I have a technology background so it was easier for me to learn. I did notice that other countries needed more help than other and was glad to see the portal group assist people individually. I think that the countries who needed more help than others would have probably benefited more in this training if they had been prepared and brought their materials to the training to upload. | Feb 20, 2013 6:20 PM |
| 3 | Country group discussions were not always easy for me as I am new in this field and in the agency were I worked but it was a good learning experience to get a better insight of the processes (at the state level) and country challenges . I am more familiar with the projects run by the intergovernmental organisations such as SPC than the national projects run by each state. | Feb 20, 2013 6:17 PM |
| 4 | Just wondering if the workshop would have been appropriate if it was a small targetted intensive training for the people who will be definitely editing the portal. What is the role of others who have undertaken training in editing the database but will not be involved in this task? | Feb 20, 2013 6:16 PM |
| 5 | With more time at the office, I will find what I am looking for (slow learner). | Feb 20, 2013 6:15 PM |
| 6 | Too much talking - needs it to be more hands-on | Feb 20, 2013 6:14 PM |
| 7 | It was just right Makalesi did a good job by explaining | Feb 20, 2013 6:13 PM |

Page 2, Q6. Please rate the Training delivery

| | | |
|---|--|----------------------|
| 1 | need to visit the four FSM states to do a follow training. | Feb 20, 2013 6:29 PM |
| 2 | The portal group were very helpful and very knowledgeable so it allowed participants to be more confident in asking and getting answers. | Feb 20, 2013 6:28 PM |
| 3 | Better use of time with technical problems and warm-up activities quicker | Feb 20, 2013 6:20 PM |
| 4 | No comments - talking plus hands-on practice balance things out | Feb 20, 2013 6:19 PM |
| 5 | no comments | Feb 20, 2013 6:16 PM |

Page 2, Q7. Please rate the timing, programme and tools

| | | |
|---|--|----------------------|
| 1 | Just right | Feb 20, 2013 6:29 PM |
| 2 | The amount of work done during this workshop was a lot, but I think that the portal group did a great job in going through them all in a good amount of time for the participants to learn. | Feb 20, 2013 6:28 PM |
| 3 | We are privileged to be part of this well-equipped training but in the future, the more we minimise the usage of plastic cups, spoons and bottles the better especially when we are addressing climate change issues. I know its challenging but I must say that we did a great job in this meeting. I love the fact that i reuse my water bottle throughout the three days. | Feb 20, 2013 6:26 PM |
| 4 | Need an electronic manual | Feb 20, 2013 6:19 PM |
| 5 | no comments | Feb 20, 2013 6:16 PM |

Page 2, Q8. Rate your level of confidence that you will be able to contribute information to the following areas of the portal.

| | | |
|---|---|----------------------|
| 1 | Note sure yet | Feb 20, 2013 6:29 PM |
| 2 | I am hoping that the countries will quickly identify the various processes and authority that will allow the uploading of information more faster than anticipated. And I also hope that NGOS and other Regional Organisation will opportunity to have their profiles listed in the portal. | Feb 20, 2013 6:26 PM |
| 3 | However, my organisation will not be contributing information | Feb 20, 2013 6:20 PM |
| 4 | I will send the information to the National Gov. Editor, for him to input in the Portal. | Feb 20, 2013 6:19 PM |
| 5 | I am confident enough to upload and edit | Feb 20, 2013 6:16 PM |
| 6 | News and updates | Feb 20, 2013 6:13 PM |

Page 2, Q9. Please rate the catering and logistical arrangements of the workshop

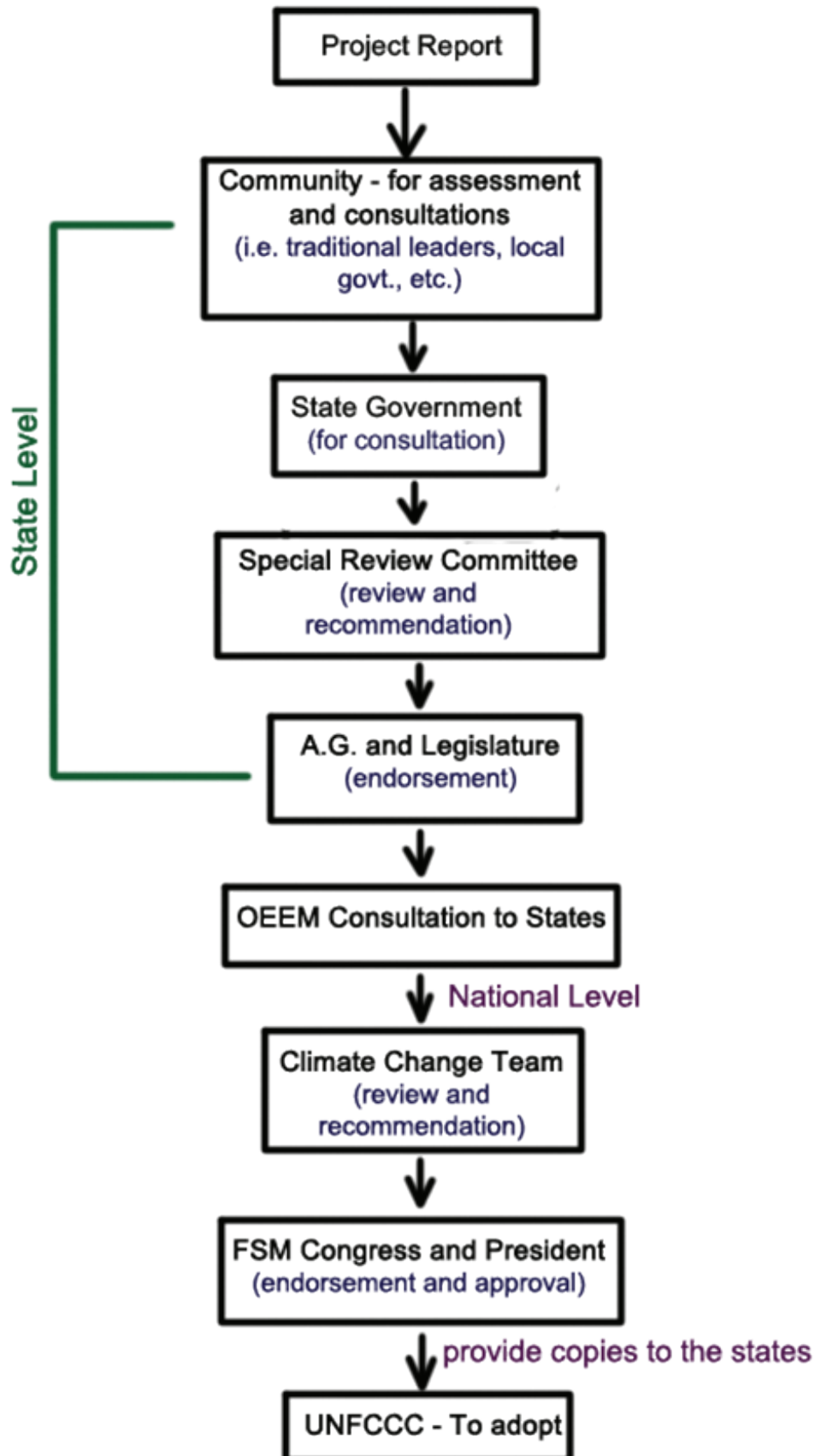
| | | |
|---|---|----------------------|
| 1 | good | Feb 20, 2013 6:29 PM |
| 2 | caterer was late | Feb 20, 2013 6:28 PM |
| 3 | Computers set up for the workshop were sometimes slow. Sound was good as long as the speaker was using a mike. Catering: too much food. Morning tea could just include drinks (coffee, tea) with only some biscuits/cookies and then have food for lunch. That was too much food for a tea break in the morning so we were not very hungry for lunch. | Feb 20, 2013 6:26 PM |
| 4 | Big THANK YOU to the organiser - excellent and great job!! | Feb 20, 2013 6:26 PM |
| 5 | LLate arrival of food at times | Feb 20, 2013 6:19 PM |
| 6 | Excellent sub-regional workshop | Feb 20, 2013 6:16 PM |

Page 2, Q10. Please state any other information you would like to include about the training.

| | | |
|---|--|----------------------|
| 1 | well done... | Feb 20, 2013 6:29 PM |
| 2 | I must thank all the resource personals that took part in this training - excellent job. I must also state that in the future portal training, it would be wiser to bring to the training the exact person who have the full authority to look after the portal. It carries a lot of weight in the uploading processes etc. | Feb 20, 2013 6:26 PM |
| 3 | I wish to thak all the appropriate agencies for inviting us to this very useful workshop. I hope this workshop will better help my career/job and mostly to help my country especially for the issue that so-called 'Climate Change'. I hope I continue with some more trainings, workshop, or any other meetings that will gain more knowledge on Climate Change Awareness Raising Programs, such as Portal Trainings, Media Training, and such. I wish I keep posted of whatever we should know and learn and of course pass it on to our respective citizens and children for the future generations. I thank you all and hope to meet again, somewhere, someday. Please keep me posted in anything we should know of. Thank you very much. | Feb 20, 2013 6:21 PM |
| 4 | Thw way forward session was excellent. A great way to keep momentum up after workshop and ensure participants and organisers each have a role | Feb 20, 2013 6:20 PM |
| 5 | None. Great job. Just need more time to get more familiar with it | Feb 20, 2013 6:19 PM |
| 6 | Thank you all facilitators for the portal workshop. We have Pohnpei has welcome you has you had expected. We hope to work with you more in the near future. Thanks again... | Feb 20, 2013 6:16 PM |
| 7 | In-country modules need to be developed and implemented in countries or states. This would ensure continuation of portal updating from country level. | Feb 20, 2013 6:16 PM |

Annex 4: Country Information Flows

FSM REPORT PROCESS – 2ND NATIONAL COMMUNICATION



FSM STEPS/PROCEDURES

STATE:

- 1) State community assessments/consultations (i.e. Local govt., traditional leaders etc.)
- 2) State Government Leaders Consultations.
- 3) Formalize a committee – review and make recommendations.
- 4) Endorsement (Legislature and A.G.)

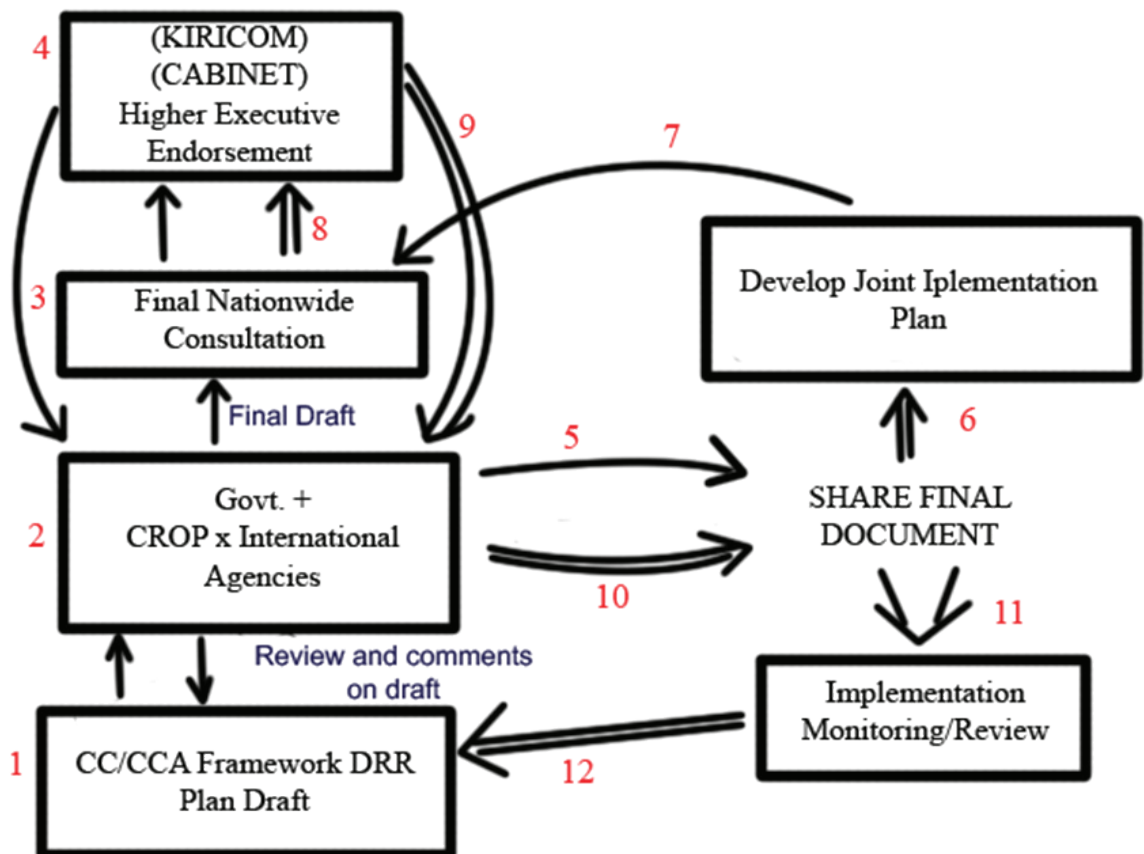
NATIONAL:

- 5) FSM (OEEM) Consultation to states.
- 6) Climate Change reviews and recommendations.
- 7) National Endorsement and Approval (Congress and President).

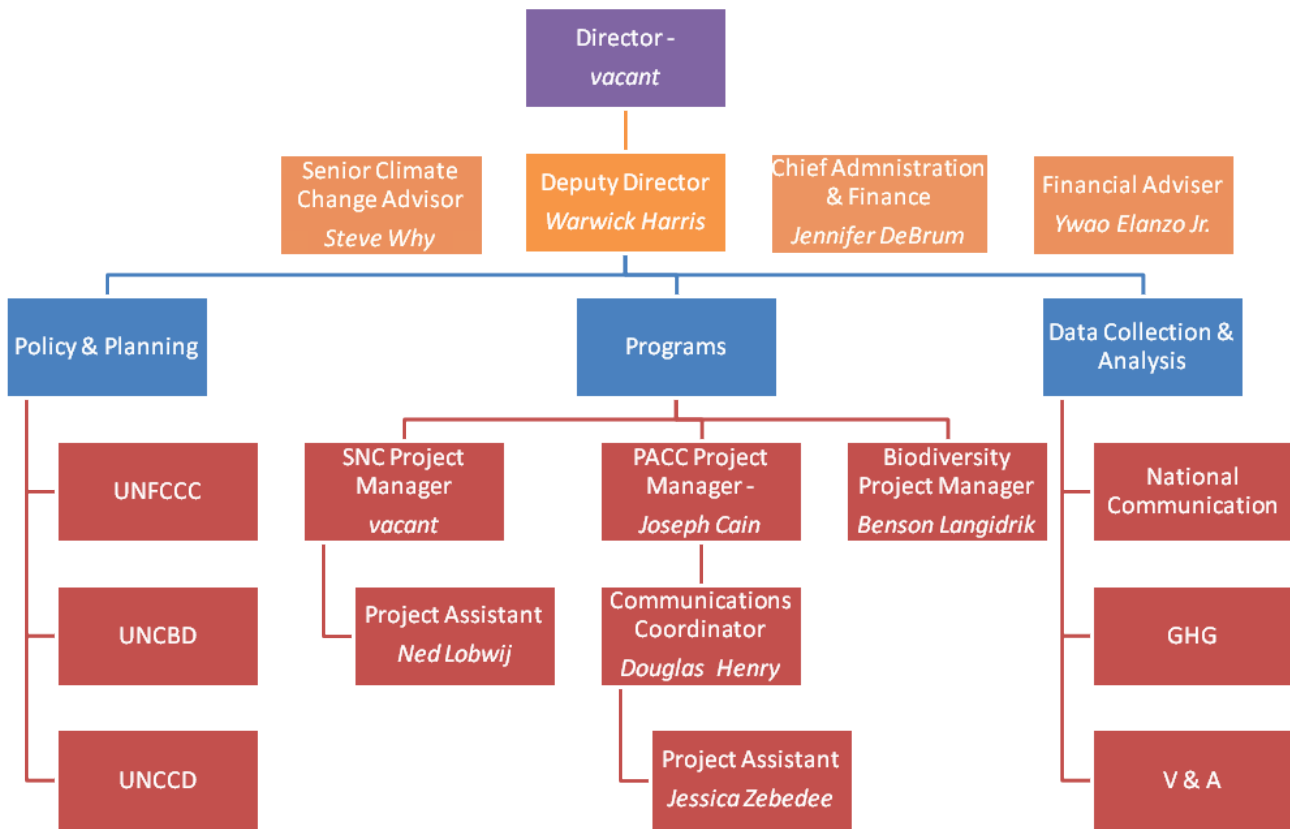
INTERNATIONAL:

- 8) UNFCCC Adoption.

Kiribati CC/CCA and DRR JOINT IMPLEMENTATION PLAN

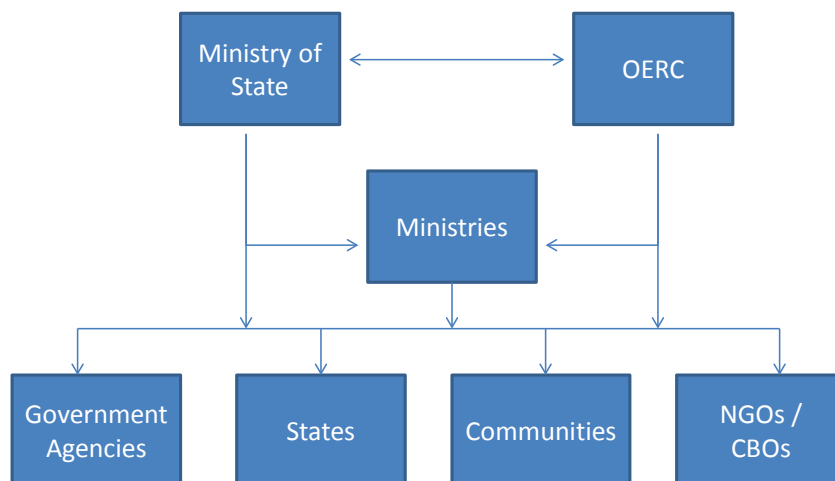


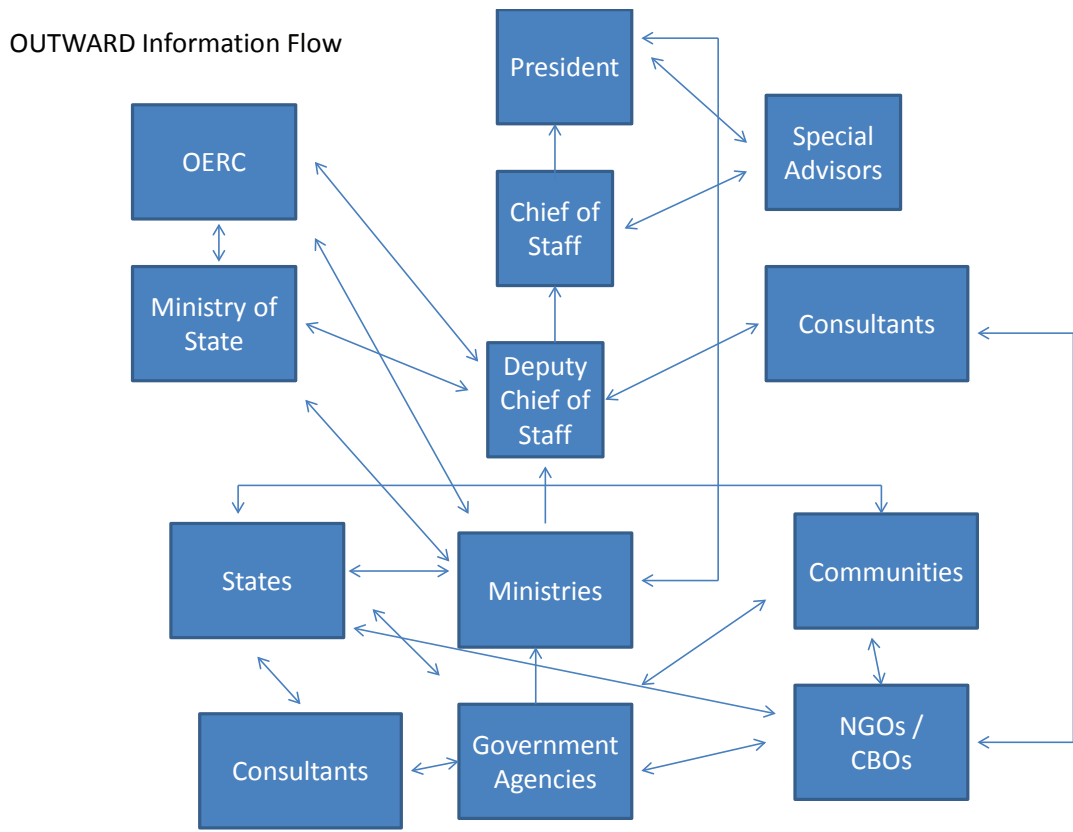
Republic of Marshall Islands OEEPC (Operational FP)



Palau Information Flow

INWARD Information Flow National Documents





Annex 5: Participants Expectations

- a. Learn more fundamental information on CC
- b. How to convey CC messages through communities
- c. How to maintain updated information
- d. How to utilize them properly
- e. How to collect information
- f. How to interact with people in the field
- g. How to monitor and evaluate it
- h. To get relative information about Pacific climate change portal
- i. To know basic strategies of how to tackle the impact of CC
- j. To upgrade techniques of public awareness basically in Pacific CC portal
- k. Better understanding of how the portal will benefit my country (RMI)
- l. How I can assist in launching and maintaining the portal
- m. RMI's contribution or roles
- n. Initial inspections regarding the impact of CC in Pohnpei
- o. Prepare the necessary requirements to avoid natural hazards caused by CC
- p. Collect, share and corrupt useful information on CC and see them for our own benefits from now and beyond
- q. More knowledge about the CC portal system and what it can offer me in my work with solid waste management/CC adaptation
- r. Network of practices that can help the local people in CC resilience
- s. How to manage/utilize the portal
- t. Gain new practical ways to that applied to us and exchange through this portal
- u. How this portal can maximize or capitalize the local knowledge and skills in CC resiliency
- v. Understand the whole purpose of the CC portal
- w. How to explain to others the difference between CCP and SPEP/SPC CC website
- x. How to update RMI country profile
- y. Fully understand the concept and uses
- z. How to help facilitate coordination of climate activities within two ?
- aa. How to report/analyse data if that's the intention of using the portal
- bb. Will it make workloads easier than what is being used
- cc. Where do we call for help if we have questions popping up after the workshop
- dd. Gather more information on CC
- ee. Getting to know more professionals in CC
- ff. Provide participants with information on CC
- gg. Getting to know more about the different current projects on CC
- hh. Learning how to update and improve the portal
- ii. How to use CC portal
- jj. Learn about the Portal
- kk. Build networking partners for PREL
- ll. Learn more about resources that are available to assist community outreach groups on CC
- mm. Learn how to use the portal
- nn. Understand the various networks that share information in the portal
- oo. To be able to share this information training to others especially work colleagues and fellow CC activities

- pp. Understand the processes involved in this project and how we will apply it in our state as the focal point of CC at state level
- qq. How to use the portal
- rr. Network with other national FPs and NGOs
- ss. Value of portal to various stakeholders
- tt. Develop Palau portal – incorporating all relevant information; user friendly interface
- uu. Networking with other countries – lessons learned in activities relating to CC
- vv. See how the CC portal complements other regional initiatives CC information management regarding DRM/CCA
- ww. How I can use the portal in my daily work
- xx. Learn to work on portal
- yy. Find partnership opportunities for ? with other stakeholders
- zz. Connect with other working on CC outreach/adaptation
- aaa. Explore and learn communication tool and opportunities linking Pacific Islands
- bbb. Get appropriate and relevant information on CC
- ccc. Agencies and institutions that will help the Pacific countries in developing exact adaptation of the CC in Pacific
- ddd. Climate smart agriculture especially for the Pacific countries
- eee. How will this portal link up with other portals and will users have access to these other portals for information

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