



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



5th CTI-CFF Climate Change Adaptation Working Group Regional Exchange and Grant-Writing Workshop

April 10-13, 2018

Promenade Hotel, Kota Kinabalu, Sabah, Malaysia

Objectives: This 4-day CCA event aims to:

- Recall and review the priority actions outlined in the REAP - CCA, both at the country and regional levels, and discuss and assess the status of implementation in order to identify what needs to be done to achieve the REAP objectives, and in general, the fourth goal of the RPOA.
- Develop and finalize the draft Terms of Reference for the establishment of the Regional COE on CCA.
- Develop the course outline for the Executive Course on CCA designed for local governments based on the LEAP Guide
- Strengthen or enhance the skills of the participants in terms of proposal-writing to increase chances of winning grants to support the national CCA programs and activities.

Expected Outputs or Outcomes:

- Finalized draft of the TOR for the Regional COE on CCA
- Draft outline for the Executive Course on CCA for local governments
- Action steps on how to achieve the regional actions related to REAP-CCA
- Draft abstracts or proposal summary by each CTI country
- Draft CCA proposals from CTI countries

Program Flow

Time	Session	Responsible Person
Day 1: REAP-CCA Review and Way forward for the CCA WG		
8:30 - 9:00	Registration	Secretariat
9:00 - 9:15	Opening Ceremony - Welcome Remarks - Opening Message - Introduction of Participants - Photo Session	Host Country Deputy Vice-Chancellor Chair of CCA WG
9:15 - 9:30	Session 1: Overview of the 3-day Activity	TWG Coordinator
9:30 - 9:45	Session 2: Review of Goal 4 of the RPOA - Review the status of the targets and regional actions - Updates on the CCA priority actions and cross-cutting themes	Chair of CCA WG
9:45 - 10:15	Session 3: Overview of the REAP-CCA - What is REAP-CCA? - Background and objectives - Q and A on REAP-CCA	Solomon Islands
10:15 - 10:30	Photo Op Tea Break	
10:30 - 10:45	Session 4: Overview of the LEAP Guide - What is LEAP Guide? - Purpose - Utilization of the LEAP Guide - Q and A on LEAP Guide	Indonesia
10:45 - 11:00	Session 5: Plenary discussions on REAP and LEAP - Connections of REAP and LEAP	Facilitator
11:00 - 12:00	Session 6: Country Presentation on the status of REAP-CCA implementation - Each country will be given 30 minutes to present including Q and A	Indonesia Malaysia

Time	Session	Responsible Person
12:00 - 1:00	Lunch	
1:00 - 3:00	Session 6 continued	Papua New Guinea Philippines Solomon Islands Timor-Leste
3:00 - 3:15	Synthesis	Facilitator
3:15 - 3:30	Tea Break	
3:30 - 5:00	<p>Session 7: Plenary Discussion on the status of REAP-CCA implementation and ways forward</p> <ul style="list-style-type: none"> - Discussion on how the WG will proceed with the full implementation of the REAP - Agree on the next steps and what we hope to achieve by 2020 	Facilitator
5:00 - 5:15	Wrap up and close the day	Facilitator
Day 2: TOR on Regional COE on CCA and Executive Course on CCA		
8:30 - 8:45	Recap of yesterday's activities Briefing on the day's program flow	TWG Coordinator
8:45 - 9:00	<p>Session 8: Review of the draft TOR on COE on CCA</p> <ul style="list-style-type: none"> - Recall the comments of the CT6 during the Pre-SOM meeting last November 2017 	Facilitator
9:00 - 9:30	<p>Session 9: Review of the Background and Objectives of the TOR</p> <ul style="list-style-type: none"> - Review and generate comments and additional inputs 	Facilitator
9:30 - 10:00	<p>Session 10: Review of the Functions of the Regional COE</p> <ul style="list-style-type: none"> - Presentation of the current functions and solicit additional inputs from the participants 	Facilitator
10:00 - 10:15	Tea Break	
10:15 - 10:45	<p>Session 11: Review of the Scope of the Regional COE</p> <ul style="list-style-type: none"> - Present the current scope and seek additional inputs and ideas from the participants 	Facilitator

Time	Session	Responsible Person
10:45 - 12:00	Session 12: Formulation of Benchmarks for Regional COE - Identify the benchmarks or criteria for Regional COE	Facilitator
12:00 - 1:00	Lunch	
1:00 - 1:30	Continuation of Session 12: Country report on the progress of national level COE Each country is given 5 minutes each to present their updates on the national COE	Indonesia Malaysia Papua New Guinea Philippines Solomon Islands Timor-Leste
1:30 - 2:00	Session 13: Discussion on how to operationalize the Regional COE on CCA - Brief Country report on status of national COE - Discussion on the coordinative mechanism - Host agency or location - How will it be supported, etc. - Human and material resources needed - Other concerns highlighted during the meeting	Facilitator
2:00 - 2:30	Session 14: Formulation of the Roadmap for the Establishment of the COE - Identification of specific activities that will lead to the establishment of the Regional COE on CCA - Identification of the lead person/persons for each of the activity - Timeline	Facilitator
2:30 - 2:45	Session 15: Overview of the Executive Course on CCA - Why the need to develop the executive course on CCA - For whom and why - Briefing on Local Governments Network (LGN)	TWG Coordinator
2:45 - 3:00	Session 16: Discussion of Course Objectives and Expected Output or Outcome - Presentation of the draft objectives and expected outputs and outcomes for comments, inputs and additional ideas	TWG Coordinator

Time	Session	Responsible Person
3:00 - 3:30	Session 17: Discussion on the proposed outline for the Executive Course on CCA - Present the draft outline for comments, inputs, and additional ideas	TWG Coordinator
3:30 - 3:45	Tea Break	
3:45 - 5:00	Session 15 continued	
5:00 - 5:15	Session 18: Next Steps for the Executive Course - Identify the specific action steps for the completion of the executive course - Identify specific activities that will lead to the approval and adoption of the course by SOM14	TWG Coordinator
5:15 - 5:30	Next steps for Goal 4	Facilitator
Day 3: Workshop on Proposal Writing For Funding		
8:30 - 8:45	Brief overview of the grant-writing workshop	Facilitator
8:45 - 9:15	Session 19: Getting to know the Grant Providers - Getting acquainted with the donor agencies - Seeking donors and funding agencies (other potential funders)	Dr. Susanne
9:15 - 9:30	Session 20: Writing Successful Proposals: Problems and Barriers - Common mistakes of proposal writing - Things to avoid	Dr. Susanne
9:30 - 10:15	Session 21: Determining which ideas are fundable - How to determine whether a project or program can be funded - What will a donor look for in an idea or proposal - Practical exercise - generating ideas for possible funding from the participants	Dr. Susanne
10:15 -10:30	Tea Break	

Time	Session	Responsible Person
10:30 - 11:15	Session 22: Understanding Goals and Specific Objectives <ul style="list-style-type: none"> - What are goals and specific objectives? - Practical exercise on formulating goals and objectives in a proposal 	Dr. Susanne and Dr. Tong
11:15 - 12:15	Session 23: Writing a proposal summary or abstract <ul style="list-style-type: none"> - How to write a compelling abstract - Outline of an abstract - Sample abstract in 500 words (actual idea based on Session 20 and 21) 	Dr. Susanne and Dr. Tong
12:15 - 1:15	Lunch	
1:15 - 2:00	Session 23 continued <ul style="list-style-type: none"> - actual writing exercise 	Per Country
2:00 - 3:30	Session 24: The main components of a proposal <ul style="list-style-type: none"> - The different parts of a proposal and the contents of each component - The body of the proposal 	Dr. Tong
3:30 - 3:45	Tea Break	
3:45 - 5:00	Session 24 continued <ul style="list-style-type: none"> - Practical exercise in writing the body of the proposal 	Per Country
5:00 - 5:15	Wrap up and close	Facilitator
Day 4: Formulating a proposal		
8:30 - 8:45	Recap and overview of day's activities	
8:45 - 9:30	Session 25: Designing and Structuring a Project <ul style="list-style-type: none"> - How to design a project - Essential elements or components in designing a project 	Dr. Susanne and Dr. Tong
9:30 - 11:00	Session 24 continued <ul style="list-style-type: none"> - Practical exercise in designing a project 	Per Country

Time	Session	Responsible Person
11:00 - 12:00	Session 26: Developing Budget - How to make a budget	Dr. Tong
12:00 - 1:00	Lunch	
1:00 - 1:45	Session 25 continued - Practical exercise in developing a budget	Per Country
1:45 - 2:15	Session 27: Setting up an evaluation design - Putting together the project indicators - Appropriate indicators, etc.	Dr. Susanne and Dr. Tong
2:15 - 3:15	Session 26 continued - Practical exercise in developing evaluation and indicators	Per Country
3:15 - 3:30	Tea Break	
3:30 - 3:45	Session 28: Dealing with cover letters, attachments, and supplementary materials - Writing a cover letter - Identifying supporting documents - Tips and strategies in writing a persuasive proposal - Packaging a proposal	Dr. Susanne
3:45 - 4:15	Session 28 continued - Practical exercise in writing cover letter - Identify the supporting documents for your proposal	Per Country
4:15 - 4:30	Session 29: After submission, what now?	Dr. Susanne
4:30 - 5:00	Wrap up, next steps and closing program	TWG Coordinator