Virtual Training Guide

Advanced Training
Developing Concept Notes for the Green Climate Fund including via the Simplified Approval Process
18-22 January 2021

We are excited to welcome you to this virtual training! This guide aims to help minimize the challenges of conducting the workshop in virtual format to ensure a productive and engaging experience. Please read it carefully and follow the guidelines and suggestions.

Before the Event

There are some important steps for participants and country teams to take before the workshop starts. Below is a checklist of things to consider. By the start of the workshop your team should have:

- Agreed on your climate change adaptation concept note and be prepared to discuss it. While your project idea may have changed since the introductory training held in Bangkok in November 2019, note that this workshop builds upon the themes and tools introduced therein and as such. As such, your team is expected to be able to articulate your climate rationale and theory of change.
- Secured a physical space to participate in the virtual workshop including reliable access to internet connection.
- Arranged group meetings in advance (while following the local health recommendations, we encourage participating teams to meet in person as much as possible for independent group work)
- Installed the Zoom desktop application (we advise against using the mobile zoom app)
- Installed the MS Teams application on your laptop and/or mobile and join the workspace.[1]
- Completed the pre-training evaluation form (linked here) (to be done individually)
- Observed and continue to keep close attention to COVID-19 updates from official authorities and inform the organizing team of any difficulties.

Test call will be held on Friday 15 January at 10 a.m Bangkok time (UTC +7) via the same link for the workshop event (see page 4 of this Guide). We encourage that all participants join the short call from the same location where they will join for the workshop zoom sessions to test your connection.

---

[1] All team members should install these apps. Guidelines on these apps can be found below

During the Training

This event will be conducted completely in virtual format via Zoom and MS Teams. A summary schedule is provided at the end of this guide and a more detailed programme will be shared separately. Respecting social distancing and local health recommendations, country teams are encouraged to coordinate conducting team work together in the same location if possible. The workshop will feature three types of engagement:

Plenary Sessions

Days will begin with a thematic presentation covering new materials customized for Concept Note development via the Simplified Approval Process of the GCF. The topics complement the subjects and tools covered in the introductory training. At the end of the day, participants will be convened for a report back session following independent team work to share their results for peer review and discussion. Given time limitations, not all country teams may be given time to share their work during the live sessions.

Independent Team Work

Independent team work will be mostly self-guided with live troubleshooting and live consultations available via MS Teams and Zoom call as needed. Country teams will be tasked to work together to complete group exercises relating to the topics covered during the presentation session. If possible and following COVID-19 recommendations, participants are encouraged to work together in person. A dedicated country channel via MS Teams will allow participants and facilitators to communicate and collaborate in real-time.

Virtual Clinic

Optional virtual "clinic" consultations will be available for teams to schedule one on one virtual consultations with the lead trainer and resource persons. Mentoring and guidance on each team's specific project idea and concept note can be sought following advanced sign-up. Live calls will be launched using MS Teams or Zoom Call as needed.

The programme always indicates the platform for each session, as shown here:

08:30 – 09:30	**Plenary @ Zoom**
	Environmental and Social Risk Factors and Considerations
	A recap of GCF SAP Concept Note ESS requirements towards completing Annex 1 of the SAP concept note.
	Gender Equity, Diversity, and Social Inclusion (GEDSI)
	An overview of insights to mainstream gender and social inclusion in a project/programme's concept note.
	Keith Bettinger
09:30 – 09:45	Break
09:45 – 12:00	**Independent Team Work @MS Teams**
	Exercise: GEDSI
	Country teams will be tasked to review and assess their project idea and theory of change through the lenses of gender equity, diversity, and social inclusion.
	Virtual clinic consultations will be made available following prior registration.

Please also keep in mind the following:

Your **Attendance and Active Participation** is expected throughout the virtual program. A minimum of 80% participation is expected to receive a certificate of participation. You are expected to actively engage with the independent team work and discussions.

Bangkok time (UTC + 7) will be used as the reference time zone throughout communications regarding the Program. Please **check the time difference in advance**. Here is a useful tool to keep in hand.

Each team should **manage break and meal times** as appropriate considering your particular needs and time zones while minding the scheduled live sessions.

Schedule changes are possible to accommodate real-time needs or constraints and will be announced during live sessions and via MS Teams. While bearing in mind the wide range of time zones, a degree of flexibility will be appreciated.

All pleanary sessions will be recorded and made available for future reference along with presentation materials. Participants are expected to attend and engage during the live sessions. Please join the virtual room 5 minutes in advance to ensure your connection and avoid delays to the schedule.

The default communications platform will be MS Teams outside of the live sessions via Zoom. We recommend using the desktop version. Teams can launch virtual calls during independent work time between participants and resource persons. Zoom may also be used by facilitators.

Contact Information

If after reading this guide you have any questions or concerns, please contact the emails below. During the event, please contact us via MS Teams.

Jonathan Brenes   Jonathan@rrcap.ait.ac.th
Asmita Poudel   Asmita@rrcap.ait.ac.th

Zoom

Download the application here and set up your user account. Zoom is compatible with Windows, Mac, Linux, iOS, and Android. The layout will be slightly different depending on whether you are on desktop or mobile. We advise that all participants download the free desktop version (the browser version has some limitations) and avoid using mobile for the live sessions. Here is a short video tutorial on how to install zoom and its basic features.

Joining a session

We advise that you join the room 5 minutes in advance and test your audio and speaker. At the top right of the meeting window, you can choose to go full screen. All scheduled zoom sessions will use the **same link/meeting ID** throughout the week:

Join Zoom Meeting: https://zoom.us/j/92723163910
Meeting ID: 927 2316 3910

ZOOM MEETING ETIQUETTE
FOR PARTICIPANTS

Join the Meeting Early
You should join the meeting early so that you can test your technology.

Greet Host
Greet the host when you enter so they know you're there.

Remember You Are Always On Camera
Prioritize a work-appropriate background and consider your background and lighting.

Check Your Camera & Microphone
Turn your camera & mic on. Meeting virtually is no different from meeting face-to-face. People want to see you.

Look at the Camera When speaking
Look at the camera when you are speaking, just like you would look people in the eye during a face-to-face meeting.

Find Your Strongest Internet Connection
Connect to your hard-wired internet. This is not always possible, but try to ensure you have the most reliable internet connection.

Eliminate Distractions
Turn off email notification, put your cell phone on silent, put a sign on the door,& put household pets in another room or outside.

Mute Your Mic
Before you speak make sure that your mic is unmuted. If you do not intend to be heard, make sure your mic is muted.

Use the Chat
If it's not a good time to interrupt, privately message someone. Just remember that the host may save the chat.
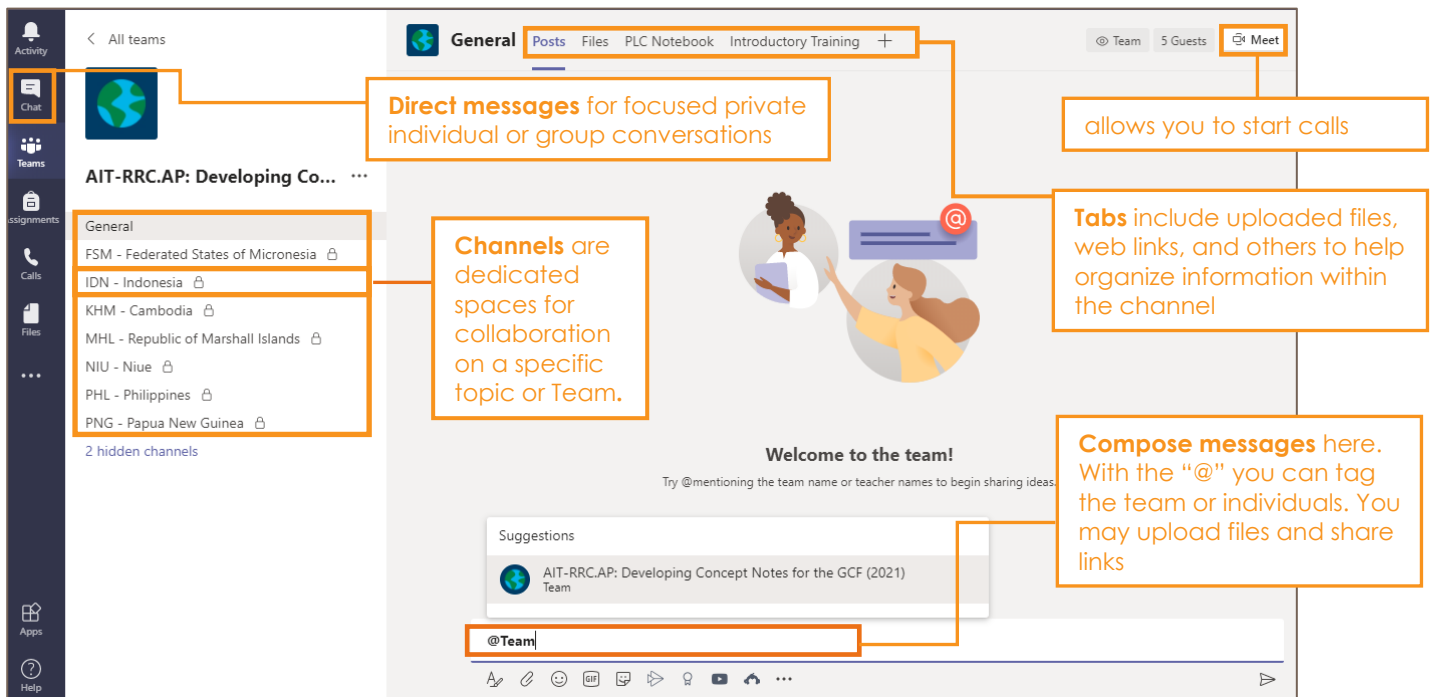
MS Teams

Download the application [here](). This is a virtual communication and collaboration workspace which we will use throughout the week for all communications related to the event. You should receive an email invitation to join the team; you may also access the team via [this link]().

If you are not yet familiar with the application, we recommend that you get familiarized with the tool before the workshop. Whereas you may connect via the web platform, we recommend downloading the desktop version for the workshop. Below are some key features.

Channels

All participants and resource persons will be part of the AIT-RRC.AP: Developing GCF Concept Notes 2021 Workspace but will have access only to relevant channels. Channels include:

General: This channel includes all participants. It will be used for general announcements and clarifications on logistics and scheduling. The File and Tab sections include useful resources and links.

Virtual Clinic: This channel is dedicated for coordinating live consultations with mentors, and for any consultations with resource persons regarding the exercises or topics covered during the workshop.

Country team: This is a private channel including only country team members and resource persons. The channel is intended to be used for team-specific conversations and collaboration.

Note that you will only be able to see the channels you are part of within the workspace.
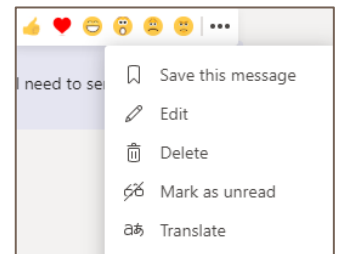
Using Channels

 Your country team channel is intended to help you send messages, share files, and collaborate with your team members, trainers and mentors, and organizers outside of the Plenary sessions.

The **Channel name** highlighted on the left indicates the channel you are in as pictured below.
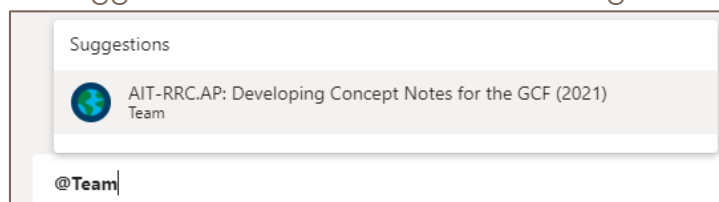

The **Conversation** is the default page once you enter a channel and provides you and your team a dedicated space to send messages and share files for a common purpose. You can scroll and review the conversation history to see all discussions, files, links, and decisions shared. However, note that the tab section includes a **Files** tab compiling all uploaded files will be compiled. Real-time collaboration on a single file is possible using the web function of MS Teams.

We encourage you to make your messaging concise and clear to avoid confusion. You can react, edit, or delete messages by clicking on the "…" icon on the right as pictured.

Message Tags: You can tag individuals or groups by using the "@" symbol and selecting the correct suggesions. Below are some default tags:

@ + Name	Individual user
@Team	Everyone in the workspace in the general channel. Use this conservatively.
@Channel	Everyone in the channel
@AIT	Workshop organizers for logistical questions
@Mentor	Trainer and mentors for content questions

We will go over the basic features of MS Teams on Day 1 to help you best engage with the platform.

Summary Schedule
Advanced Training
Developing Concept Notes for the Green Climate Fund including via the Simplified Approval Process
Monday 18 January – Friday 22 January 2021

NOTES

BKK Time (UTC+7)	Day 1: 18/01	Day 2: 19/01	Day 3: 20/01	Day 4: 21/01	Day 5: 22/01
08h00	Opening				
08h30	Workshop Overview	Environmental and Social Risk Factors and Considerations	GCF Investment Criteria	Logical Framework & Monitoring and Evaluation	Next Steps
09h00	Country Updates	Gender Equity, Diversity & Social Inclusion	Exit Strategy and Sustainability		
09h30					
09h45		**Independent work & Virtual Clinic	**Independent work & Virtual Clinic	**Independent work & Virtual Clinic	Country Presentations
10h00					
10h15					
10h30	Recap				Country Presentations
11h00	**Independent work & Virtual Clinic				
11h30					
12h00	Optional: Climate Evidence Base	Report Back	Report Back	Report Back	Closing
12h30					
13h00					

** Country teams expected to work together
(in-person if possible, but otherwise virtually)

Plenary Session @Zoom
Independent Work & Virtual Clinic @ MS Teams
Break

Bangkok time (UTC + 7) will be used as the reference time zone throughout communications regarding the schedule. Please <u>check the time difference in advance</u>; here is a <u>useful tool</u> to keep in hand.

Please keep your **video on** and **microphone muted** (unless you are speaking) during live sessions.

MS Teams will be the default platform for communication and coordination outside of the live sessions. During independent work (yellow), at least one facilitator will be available to help answer questions. We recommend using the desktop version if possible. Virtual calls via MS Team may be sued during independent work time between participants and resource persons.

All zoom sessions will be recorded. Participants are expected to attend and engage during the live sessions. Please join the virtual room 5 minutes in advance to ensure your connection and avoid delays to the schedule.

The **Virtual Clinic** is an optional resource for teams to consult with the trainers and resource persons. Live consultations can be arranged via Zoom or MS Teams following prior registration (just like booking a Doctor appointment in a clinic).

Schedule changes are possible to accommodate real-time needs or constraints and will be announced during live sessions and via MS Teams. While bearing in mind the wide range of time zones, a degree of flexibility will be appreciated. For more information on sessions, see the detailed programme.