Report on the
Adaptation: Rapid Institutional Analysis (ARIA)
Orientation Workshop

Laventille, Trinidad and Tobago

April 4-5, 2013

Table of Contents

Introduction

The Caribbean Natural Resources Institute (CANARI) together with the World Resources Institute (WRI) and the Saint Lucia National Trust has undertaken a research project to assess climate change adaptation readiness in Trinidad and Tobago and Saint Lucia. The project seeks to address the need for civil society engagement in policy and institutional analysis for climate change adaptation and will involve pioneering the use of the WRI's Adaptation: Rapid Institutional Analysis (ARIA) toolkit in the Caribbean.

The specific objectives of the project are: (i) to build civil society capacity by facilitating and supporting participatory research by civil society on climate change adaptation policy, institutions and actions; (ii) to analyze the current state of policy, institutions and actions; (iii) to identify high-priority and low-cost "next steps"; (iv) to engage government institutions and influence policy and adaptation processes by providing credible research that can serve as a baseline for ongoing improvements; (v) to catalyze, facilitate and support opening of decision-making processes and action to greater participation of civil society. This project is being funded by the Climate and Development Knowledge Network (CDKN).

On April 4th and 5th 2013 CANARI and the WRI jointly facilitated an Orientation Workshop on use of the ARIA toolkit. The ARIA toolkit aims to enhance access to environmental information, public participation, and access to justice in national-level climate change adaptation with the goal of improving the quality of adaptive actions by the Government of Trinidad and Tobago, the private sector, and public citizens.

Representatives from four state agencies attended the workshop. These were: the Ministry of the Environment and Water Resources, Ministry of Planning and Sustainable Development, the Institute of Marine Affairs (IMA) and the Office of Disaster Preparedness and Management (ODPM). Invitations were also sent to the Ministries of Food Production and Tourism however no representatives of these Ministries attended. A complete list of participants can be found in Appendix 1 of this document.

The goals of this workshop were: (i) to familiarize participants with governance aspects of climate change adaptation; (ii) to orient potential partners for the workshop with the ARIA toolkit; and (iii) to identify potential priority areas for analysis and influence strategy.

The workshop agenda can be found on the first two pages of an Orientation and Process Plan Workbook attached as Appendix 2. This workbook also includes copies of ARIA related power point presentations delivered by the WRI team and a workshop evaluation sheet which was completed by all attendees including the CANARI project team.

Facilitators

CANARI: Celeste Chariandy, Keisha Sandy, Farzaana Baksh
WRI: Lalanath De Silva, Jesse Worker

Report on Day 1, Thursday 4th April 2013

Celeste opened the first day's proceedings at 9:15 a.m. with a brief introduction to CANARI and a summary of CANARI's Climate Change an Disaster Risk Reduction Programme focus. CANARI's website and the specific project webpage was shared with attendees. Everyone was then given an opportunity to introduce themselves and describe the impacts of climate change that they have been observing or experiencing in the areas in which they live (ice breaker activity).
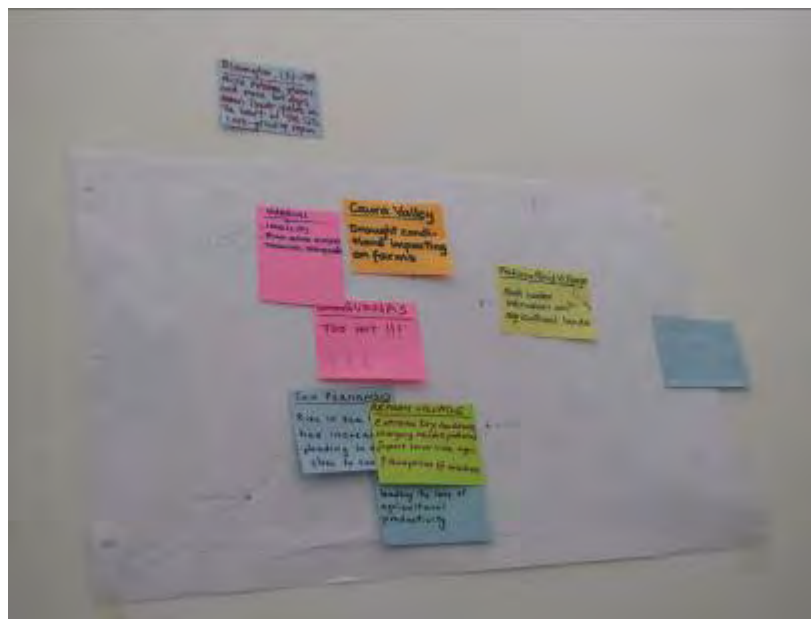
Workshop participants shared their observations on effects and impacts of climate change in Trinidad and Tobago, placing their information on map outlines as an icebreaker activity.   *Photo credit: CANARI*

Representatives from the WRI Access Initiative led attendees through the ARIA process describing the value of this toolkit and noting that it can be considered as a diagnostic tool to determine if long-term adaptation panning is being done in a country and to identify critical areas for action.

WRI's mission was shared along with a breakdown of its five programmatic goals. One question was asked about the WRI's working relationship with governments or persons in authority who can actually implement changes at the decision level.

A brief description of CANARI's work in the Caribbean region on climate change was shared by the CANARI project team in addition to work undertaken by the Trinidad and Tobago Red Cross's Community Climate Change – *Let's All Adapt!* project (see presentation in Appendix 3). A round table discussion on climate change research and adaptation projects currently

being undertaken by the various ministries and agencies that were represented at the workshop concluded this session.

Lalanath from the WRI delivered a presentation on the ARIA toolkit, which was previously executed in four countries: Bolivia, Ghana, Sri Lanka and Ethiopia. He explained that the toolkit was revised based on lessons learned after each of these experiences. He indicated that Sri Lanka was the only island location in which the ARIA was previously used, and the Caribbean region may have similar experiences with this research.

Details of the phased approach in using the ARIA was shared. Lalanath emphasised that a transparent and participatory processes ensures that stakeholders feel included and results in a feeling of ownership of the results of the toolkit and added that climate adaptation plays a major role in development.

In the afternoon session, Lalanath and Jesse led group work sessions which gave workshop participants a sense of the issues which may arise when selecting priority areas at the end of Phase 1 of the project. Results from these activities are shared below.

Activity 1: Priority Areas Brainstorm

This first activity was called "Priority Areas Brainstorm". This activity was designed to give participants an idea of what will happen at the end of Phase One of the project, and therefore, gives insight into the process of selection of priority areas for further work with civil society input. It underscored the need to have early introduction of the project to civil society groups ahead of Phase Two.

Participants were separated into two working groups. Each group was asked to deliberate and present priority geographic areas, impacts, populations, and sectors for analysis to the whole group. Groups were then asked to select the top three priority areas for analysis.

Jesse Worker of WRI records feedback from groups in the Priority Areas brainstorm exercise
Photo credit: CANARI

The summary of results from this activity is given in Tables 1, 2 and 3 which follow below.

Table 1: Summary of initial brainstorming activity: geographies, populations, ecosystems, infrastructure and sectors that are highly vulnerable

Key Areas	Group 1	Group 2
Geographies	• East coast of Trinidad and east coast of Tobago • Western end of the Northern Range • East and west coasts of Tobago	• Port of Spain: densely populated, capital city, Gov't buildings • Pt. Lisas: industrial estate, port facilities • Cedros and Icacos: coastal erosion, agricultural estates • NE coastal area: storm surge, coastal impacts
Populations	• Farmers in Caura Valley of Trinidad • Farmers in Tobago • Fisher folk groups throughout Trinidad and Tobago and in particular in Matelot, Toco and Carenage	• Persons with special needs • Fisherfolk: fishing grounds, need to go further out to fish • Persons with natural resource based livelihoods
Ecosystems	• Mangrove (Nariva Swamp) in Trinidad • Coral reefs in Tobago and associated livelihoods (dive tourism, reef tour operators, hotels and restaurants) • Coastal areas: nursery areas, shoreline protection, ecosystem services	• Reefs • Wetland areas • Coastal zone • Farms
Infrastructure	• East coast road in Trinidad (Manzanilla to Mayaro - in danger of being washed away by storm surge; oil and gas activities in SE zone) • A.N.R. Robinson Airport, Tobago	• Coastal infrastructure • Infrastructure specific to energy sector • Telecommunications infrastructure • Roads, planning approvals
Sectors	• Tourism • Fisheries • Agriculture • Potable water: critical to people and supply is irregular	• Water • Agriculture: pests, conditions caused by extreme climatic events • Health: heat stroke and vector-borne diseases • Tourism: what is marketed vs. what is realistic

Table 2: Three top priority areas selected by Group 1.

Priority Area	Justification
East Coast Road in Trinidad	1. This road is a major transportation artery and network road that connects districts in north east Trinidad to districts in south east Trinidad. 2. The oil and gas industry fuels the country's GDP and most of the country's offshore activities are currently offshore East Trinidad. This road is a major route for employees and stakeholders to access related facilities.
Coral Reefs in Tobago	1. Coral reefs in Tobago contribute to the tourism industry on the island. Damage and consequences leading from damage will result in economic impacts. 2. Reefs provide invaluable ecosystem services such as providing an ideal habitat for fish nurseries, shoreline protection and provide white, sandy beaches.
Potable Water	1. Most of Trinidad and Tobago has an irregular water supply which is the result of drier weather conditions in the dry season and poor infrastructure.

Table 3: Three top priority areas selected by Group 2.

Priority Area	Justification
Water	1. Irregular water supply across the islands of Trinidad and Tobago is made worse during drier weather conditions in the dry season and impacts on households, industry and agriculture (several sectors).
Agriculture	1. Inconsistent weather conditions are affecting food production efforts and hence island-wide food security in Trinidad and Tobago. (Changing flowering patterns are also causing impact on food production).
Coastal Infrastructure	1. Roads, homes, government and private sector buildings and structures are at risk of being damaged in coastal regions in both islands.

The plenary noted that both groups had, in a general sense selected 'coastal region' and 'water' as two choices within their top three priorities, but differed on the selection of coral reefs (Group 1) and agriculture (Group 2) as the third priority. The two groups then

simulated a debate on whether agriculture or coral reefs should be selected as the last of three top priority areas.

Both groups agreed that agriculture is widely practised on both islands and plays a major role in providing a local food supply to both islands, inclusive of the tourism industry. Both groups agreed that food security should be highly considered. It was mentioned that the option of importing food is available, but when other countries are competing for food resources it may be difficult to secure a supplier willing to export to our country. However, coral reefs contribute to the tourism industry in Tobago and tourism contributes the most to Tobago's GDP. Coral reefs also provide invaluable ecosystem services.

This exercise was very effective in helping participants understand the types of discussions that may arise when trying to select priority areas.

Activity 2: Assembling the advisory panel

Participants undertook an exercise to initiate thought on the types of persons that should be selected for a Regional Advisory panel, that would assist in reviewing the research compiled in Phase One and recommendations for Priority Areas for further analysis in Phase Two. Two groups of participants each considered nominees from Government, Civil Society, Media and Academia that could assist as the following:

- "champions': people who are already good advocates for climate change adaptation and are knowledgeable in this area;
- "quality control": people who have a good understanding of methodology in research;
- "networkers": people who will 'get the word out' and get other people involved.

Lalanath explained that the Panel could be developed as a core group of 4 - 5 persons for ready response in research review and advice and an outer group of 5 - 7 persons.

Group 2 also tabled the possibility of inclusion of Donors in this listing, noting that the UNDP GEF SGP National Co-ordinator would be managing a pool of funds from AusAid for adaptation work and it would be mutually beneficial to the project and to the GEF SGP team to be aware of the priorities uncovered to which civil society groups could then develop follow-up projects. Lalanath agreed that inclusion of this category of persons was a good idea.

Activity 3: Influence Strategy and Final Products

This activity was designed to help participants understand that there is need to strategise on how the research will be used in advocacy. Again working in groups, participants were asked to describe what action(s) they would want a named person or organization to fulfil

by a stipulated date. Two examples, one from each group, are given below of possible proposals in the influence strategy.

Example from Group 1:

By *June 2015*, *Water and Sewerage Authority (WASA)* will *publish an updated water availability, needs and deficit assessment of water resources in Trinidad and Tobago.*

Example from Group 2:

By January 2014, the Ministry of Food production will revamp the state lands policy to include climate change considerations; initiate a process to undertake vulnerability and adaptation analysis; and expand the range of subsidies available to farmers to 'win' water for their farms.

Activity 4: Audience Analysis

After undertaking the exercise on influence strategy, participants brainstormed on the potential/pertinent audiences for which the identified priority areas were relevant. Using the priority area of water as an example, key stakeholders/audiences were mapped onto an audience analysis grid (see Orientation Workbook: Appendix 2). The position at which the stakeholder was placed on the grid was based on the level of influence and the degree of buy-in of the stakeholder to the importance of climate adaptation. It was reiterated that high influence, stakeholders who may not share the view that adaptation action is important/necessary/high priority should be targeted to implement the relevant changes being proposed after the project is ended.

Profile of workshop attendees, left to right:
Government stakeholder- Rayadh Mayrhoo from Ministry of Planning and Sustainable Development; CANARI Research Partner - Celeste Chariandy; and WRI Research Partner - Lalanath DeSilva.
Photo Credit: CANARI

Following this exercise, Lalanath emphasised that appropriate communication products and pathways would be selected to share the research with the target audiences.

At the conclusion of this exercise, participants were briefed on the content of the following day's activities and after this wrap-up, the Workshop Day 1 ended at 4:35 p.m.

Report on Day 2, Friday 5th April 2013

The second day of the workshop started at 9:25 a.m. with a rapporteur's report delivered by Farzaana. Copies of the Phase I Workbook were consulted in this first session, to guide workshop participants on how the data will be collected in Phase One of the project.

Attendees were again divided into two groups and three indicator worksheets were reviewed. The worksheets selected for this exercise were: (i) 1A: Vulnerability and Impacts Assessment; (ii) 3A: Coordination Needs Identification; and (iii) 5B: Mainstreaming Adaptation in Planning. Each group attempted to complete the worksheet by considering the information which they had at hand or could source on the qualities listed for each indicator. The exercise was useful in providing some leads to CANARI in the form of key persons to be interviewed, or documents which currently exist that will be sources of information.

In working through this exercise, participants were able to propose some small adjustments to qualities listed for each indicator. The WRI team agreed to review some of the indicators/qualities based on this feedback, after review with the CANARI team, prior to the start of the research, and further stated that there can be additional revision as the research proceeds in order to enable the capture of useful information.

Review of the Terms of Reference and timeline for the project

Celeste reviewed the Terms of Reference and timeline for the project with participants, who all agreed to assist with guiding the CANARI project team to the right persons for completion of the surveys. Some of the proposed areas for information sharing included:

- ODPM - sharing electronic copies of the survey (indicator worksheets with key persons in the organisation's network
- IMA - forwarding of survey to Dr. Rahanna Juman to assist in completion of indicator worksheets
- Climate change focal point - completion of indicator worksheet
- ODPM - presentation on project to National Disaster Risk Reduction Committee
- Ministry of Planning - identification of key focal point person in that Ministry on climate change
- MEA network - access to listing of key NGOs, CBOs and Government agencies/personnel active on climate change issues

Building ownership for the adaption agenda

The group discussed and agreed that proper engagement with civil society and government stakeholders will build ownership for the adaptation agenda. This will increase the likelihood

for participation of stakeholders in activities and projects resulting from this project. Some ideas were offered on how this ownership can be built:

- have early involvement of key civil society groups in the project
- build partnerships
- have more state stakeholders involved to share and gather information, perhaps at a joint meeting with civil society groups
- ensure there is follow-up
- engage the Tobago House of Assembly
- identify funding for follow-up work on research outputs: Green Fund? GEF SGP?
- have 'people' involvement in the creation of the products (policy brief, participatory video) and ensure the results are accurately conveyed

Evaluation

Evaluation forms were completed by eight persons - five workshop attendees and three CANARI project team members. A blank copy of the evaluation form can be found at the end of the Orientation and Process Plan Workbook (Appendix 2).

All persons rated the overall content and format of this workshop as average or above average. Only one person indicated that there was a section that was least interesting or useful and that section was identified as the influence strategy activity. Group work was identified as the most interesting and useful part of the workshop with the Priority Area Brainstorm activity being described as the most interesting or useful activity. All attendees would like to be included on future e-mails about potential adaptation work, and one person requested that Dr. Rahanna Juman of the IMA is included on the mailing list.

Conclusion

CANARI and the WRI met no serious hurdles while undertaking this workshop. The following key next steps were identified:

- It was determined that more civil society and government stakeholders should be involved in a similar workshop.
- A review of some indicators will be undertaken by the research partners before undertaking Phase I research.
- Follow up meetings among CANARI, the WRI and the Saint Lucia National Trust will be explored to keep abreast of project delivery.
- A joint meeting among project leaders from Bolivia, Ghana, Sri Lanka and Ethiopia will also be explored as this can be useful in shedding light on unforeseen hurdles during execution of the project.

Some of the representatives from Government Ministries and agencies who attended the workshop; left to right: Rayadh Mayrhoo (Ministry of Planning and Sustainable Development), Denise Hakim (Ministry of Environment and Water Resources), Candice Ramkissoon (Office of Disaster Preparedness and Management, Ministry of National Security); Lori Lee Lum (Institute of Marine Affairs).
Photo credit: CANARI

Appendix 1: List of Participants

Name	Job title and Organization	e-mail contact
Jewel Batchasingh	Climate Change/Ozone Specialist, Environment and Policy Planning Division Ministry of the Environment and Water Resources	Tel: (868) 623-3158 Ext. 224 jewel.batchasingh@gov.tt
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Jesse Worker	Associate The Access Initiative World Resources Institute	Tel: 202-729-7640 JWorker@wri.org

Appendix 2: Orientation and Process Plan Workbook

ADAPTATION:

RAPID INSTITUTIONAL ANALYSIS

Version 1.3, April, 2013

Orientation and Process Plan Workbook

Adaptation: Rapid Institutional Analysis (ARIA) Orientation
Port of Spain, Trinidad and Tobago – April 4-5, 2013
Workshop Agenda

DAY 1

9:00 – 9:30   Welcome and introduction

Participants will introduce themselves and their organization and give a very brief description of their current work.

Review goals of workshop:
1. *To familiarize participants with governance aspects of climate change adaptation.*
2. *To orient potential partners for the workshop with the ARIA toolkit.*
3. *To identify potential priority areas for analysis and influence strategy.*

9:30 – 10:00   Discussing working relationship

We will discuss the relationship between WRI, CANARI, and other partners with regard to administration of the project and future work.

10:00 – 10:45   Discussion: Adaptation in Trinidad and Tobago – ongoing efforts by government and civil society

Celeste Chariandy and Keisha Sandy of CANARI will review ongoing efforts for climate change adaptation by government, civil society, and individuals (or families). This discussion will inform later discussions of strategy about how best to present ARIA.

10:45 – 11:00   Break w/snack

11:00 – 11:45   Presentation: The ARIA Toolkit for Adaptation

Lalanath DeSilva and Jesse Worker from WRI will present the ARIA toolkit to workshop participants. Areas covered will include national assessment, prioritization, coordination, information management, and mainstreaming of adaptation policy. In addition, we will look at the basic structure of the toolkit.

11:45 – 12:15   Presentation: How ARIA works – Working through the Workbooks

Lalanath DeSilva and Jesse Worker from WRI will present the ARIA framework and key worksheets. We will work our way through sample worksheets. Participants will evaluate the proposed timeline for the project.

12:15 – 1:15   Lunch

Group lunch.

1:15 – 2:45   Activity: Priority areas brainstorm and presentation

A key part of the ARIA rollout will be to determine key areas for action, so-called "Priority Areas." While the final decision of priority areas will be made by a core set of partners, we will practice the Priority Areas Workshop to determine key areas of interest for partners. Groups will present priority geographic areas, impacts, populations, and sectors for analysis to the whole group. We will have a min-poll on key areas for analysis. NOTE:This is an exercise only, not for final decisions. Priority area descisions will involve CANARI and civil society partners.

2:45 – 3:15   Brainstorm: Assembling your advisory panel

One of the most important aspects of our approach is cooperation with government and the media. While we are pushing for accountability and capacity as we develop a civil society agenda, we also are looking for uptake of our ideas by the government. Participants will identify key players and allies to add to an advisory panel that will review and publicize our final analysis.

3:15 – 4:00   Strategy and final products

What final products will help us get to where we need to be? Participants will discuss:
   a) ***Who*** *are the influence targets?*
   b) ***What*** *we are trying to get those influence targets to do?*
   c) *What **format** will get them the information they need to act?*
   d) *Who might be the most effective messengers?*

4:00 – 4:30   What do we need for Day Two

We will review the agenda for Day 2 to discuss what topics are of most importance for the individuals joining us the next day or what issues are most important for discussion.

4:30 – 5:00   "Parking lot"

We will reserve 30 minutes for discussion of topics which we could not address throughout the day.

DAY 2

9:00 – 9:30   Recap and next steps

Recap of Day 1.

9:30 – 11:00   Reviewing indicator worksheets

Discussing indicator work sheets.

11:00 – 11:15   Break

11:15 – 11:30   Terms of Reference and Timeline

Reviewing the terms of reference to ensure that they reflect the work at hand. (Especially relationship between Phase I and Phase II.)

11:30 – 12:00   Building ownership for adaptation agenda

Group brainstorm on how to get a larger group of individuals and organizations to own an agenda for adaptation reform (informed by ARIA).

12:00 – 1:00   Evaluation, closing, and lunch

Participants will fill out evaluation forms for the meeting to give WRI feedback on whether the workshop was clear, useful, and informative.

This is also a time for closing remarks by participants.

1:00 – 2:30   Next Steps

Free time for discussion between WRI and CANARI.

Adaptation: Rapid Institutional Analysis (ARIA)

A civil society toolkit to promote good governance in climate change adaptation

Lalanath de Silva, Jesse Worker — Port of Spain, Trinidad and Tobago — April 4-5, 2013

WRI'S MISSION | To move human society to live in ways that protect Earth's environment and its capacity to provide for the needs and aspirations of current and future generations.

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WRI'S GOALS
Climate Protection
People & Ecosystems
Governance
Markets & Enterprise
Sustainable Transport

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Institutions and governance

Climate and energy

The Access Initiative

Vulnerability and Adaptation

ARIA

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GOAL: GOVERNANCE
Empower people and strengthen institutions to foster environmentally sound and socially equitable decision-making.

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GOAL: CLIMATE PROTECTION
Protect the global climate system from further harm due to emissions of greenhouse gases and help humanity and the natural world adapt to unavoidable climate change.

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2012 TOP OUTCOME: GOVERNANCE
10 Latin American and Caribbean countries pledge regional convention on access rights

History of ARIA

- National Adaptive Capacities (NAC) Framework (V&A) (2008)
  - WRI, SEI, ICRC, IRI, Columbia U., ICB
- ARIA (The Access Initiative)
  - The Global Gathering Priority (2008)
  - Bangkok Conference (2009)
- Pilot Tests
  - Bolivia
  - Ghana
  - Sri Lanka
  - Ethiopia

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A phased approach…

CANARI

PHASE I: Form Advisory Panel → National Level Research → Determine Priority Areas — Researcher

PHASE II: Training partners → Research → Review — Coach, Quality Control

ADVOCACY & OUTREACH: Prioritization of recommendations → Publication → Targeted advocacy & outreach — Coordinator

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A phased approach…

- Phase I: National/Macro-level research
  - Focus on key decisions and institutions
    - Ministry of Housing, Land and Marine Affairs, Ministry of Finance, Ministry of Planning and Economy, etc.
  - CANARI is lead researcher

- Phase II: Priority areas research
  - 3 priority areas
  - CANARI is coach, trainer and quality control

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Phase II: Priority examples

		Geography	Population	Ecosystem	Infrastructure	Sector
Bolivia	Housing				X	
	Rural-urban connections		X		X	
Sri Lanka	Urban Water					X
	Water					X
	Agriculture					X
	Mainstreaming					
Ethiopia	Agriculture					X
	Water		X	X		X
	Rural poor		X			

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National Adaptive Capacity Functions

1. Assessment
2. Prioritization
3. Coordination
4. Information Management
5. Climate risk reduction (Mainstreaming)

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Assessment

1. Vulnerability and Impacts Assessment
2. Inventory of ongoing adaptation efforts
3. Assessment institution

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Prioritization

1. Establisment of priorities
2. Budget Processes
3. Priorization Institutions

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Coordination

1. Coordination needs identification
2. Coordination institution
3. Coordination oversight institution

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Information Management

1. Data gathering
2. Information analysis institutions
3. Information access and transparency
4. Information dissemination institutions

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Mainstreaming

1. Mainstreaming in regulation
2. Mainstreaming in planning
3. Mainstreaming in policy

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ARIA—Indicators and qualities

EX: There is a process for priority populations, geographies, or sectors for adaptation.
- Yes/No?
- If yes, then move to qualities
- Qualities evaluate capacities, transparency/participation, comprehensiveness, accountability and enforcement—of the indicator
  - Demand the bulk of research
  - Qualities graded as "yes", "limited", or "no"

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ARIA—indicators and qualities

Bottom line: Has function (ex. Prioritization) been performed well? By whom? If not, what are the barriers?

Was function performed well?

Comprehensiveness
- Were all factors and options considered for the policy?

Transparency and Participation
- Were the right people part of the process?

Who is responsible?

Accountability
- Is there a mandate?
- Enforcement mechanism?

Capacity
- Do willing institutions have the capacity to succeed?
  - Financial Resources
  - Human Resources
  - Political capital

Terms of Reference Timeline: CANARI-WRI

Period: March 18, 2013 – December 31st, 2013

OBJECTIVES:

The "Adaptation: Rapid Institutional Response" (ARIA) toolkit aims to enhance access to environmental information, public participation, and access to justice in national-level climate change adaptation with the goal of improving the quality of adaptive actions by the Government of Trinidad and Tobago, the private sector, and public citizens. The specific objectives are:

- **Capacity building for CSOs:** By carrying out assessments on national institutional capacity for adaptation, advocates for the poor, the environment, and vulnerable communities will be empowered to more effectively and systematically engage government officials in adaptation planning; and to advocate for improvements in adaptation including improved food security, land use planning, disaster management, and other adaptation strategies that are more responsive and accountable to public need. Furthermore, this will help develop agendas for adaptation advocacy by civil society in many countries.
- **Demand government response for adaptation:** This tool will promote adaptation planning from the bottom up. Much of adaptation planning has been "top-down" from global processes. ARIA will provide a cost-effective means to enhance CSO-government dialogue. Specifically, it will assess both the comprehensiveness and accountability of national institutions as well as access to information, public participation, and access to justice in key adaptation decisions.
- **Civil society monitoring:** An international consensus has emerged that developing countries should undertake institutional analysis in preparation for adaptation planning, but we know of no global-level project designed to create a bottom up demand for these activities from citizens of these countries. ARIA will help triangulate results from international and national efforts to analyze readiness of local institutions for climate change. Such monitoring will aid in establishing a baseline for future assessments and monitoring progress of the government.

ACTIVITIES:

a) **Phase I workshop preparation (February-March):** CANARI will organize the logistics of the first workshop, including inviting partners from civil society, government stakeholders (as relevant and appropriate) and academics. CANARI will initiate the process of generating potential advisory panel members. To the extent feasible, potential advisory panel targets should be invited as well. WRI will revise orientation and training materials, revise workbooks and provide CANARI with materials and support in a timely fashion.

b) **Phase I workshop (April):** Carry out an initial training of researchers to phased deployment of the ARIA toolkit in keeping with protocols (carrying out training, forming a

coalition, and forming an advisory panel made up of government, journalists, and academics), guidelines and advice from WRI. WRI will guide this part of the work.

c) Phase 1 Survey (April-June): Phase 1 of research will look at national-level policies and institutions that address climate change adaptation needs. CANARI and a small team of affiliated researchers will carry out research. The data will be entered into Word documents or the equivalent. WRI will be readily available for all research-related work.

d) Priority Areas Workshop (July): At or near the completion of Phase I, CANARI should be experienced in applying the ARIA tool will be able to conduct a training of at least 3 other organizations. These partners will carry out research in at least three priority areas. Priority areas may be aligned along geographic, demographic, sector, or thematic lines. WRI recommends selecting partners based upon (a) reliability, (b) research capability, (c) experience in advocacy and coalition work, (d) expertise in climate change adaptation policy, politics or governance, and (e) degree to which they would benefit from the experience and be positioned to share with others. WRI will be on hand to provide ARIA clarification and provide training materials as necessary.

e) Phase 2--Priority areas) (August-September): In Phase II, CANARI will take on a supervisory role, advising partners in the application of the tool. WRI will be on hand to clarify the tool as needed.

f) Policy communication and influence (October-November): CANARI will work with in-country partners to develop communication products to convey research findings on priority actions and recommendations for next steps. These can take the form of policy briefs or reports, with length and substance level tailored appropriately depending upon the target of influence.

g) Final report(s) and launch (December-January): CANARI and other partners will release the final report and host a media launch in the form of a panel or debate or appropriate means to generate discussion, awareness and influence.

h) Technical Report and journal article and/or academic conference paper (February-March): CANARI and its partners will produce a technical report and academic paper that synthesizes research produced by using the ARIA toolkit to demonstrate analytical rigor and usefulness as tool to inform and shape policy using a CSO-led approach.

i) **Press Releases (July-March):** To widely communicate research findings and policy implications to build awareness and increase influence potential

i) Ongoing Contact (ongoing): CANARI will maintain regular contact with WRI to communicate challenges and lessons learned from the ARIA toolkit. WRI will take into account CANARI's suggestionssuggestions for improvements to the toolkit.

A. Geographies

_____

_____

_____

_____

B. Populations

_____

_____

_____

C. Ecosystems

_____

_____

_____

_____

D. Infrastructure

_____

_____

_____

_____

E. Sectors

_____

_____

_____

_____

Advisory Panel Brainstorm

	Champion	Quality Control	Networker
Government			
Civil Society			
Media			
Academia			

Influence Strategy

Top 3 Proposals: What are we trying to get people to do?

1. By _____ , _____ will _____.
        Date   Person/organization   Action

2. By _____ , _____ will _____.
        Date   Person/organization   Action

3. By _____ , _____ will _____.
        Date   Person/organization   Action

Possible formats:

Written: **1 large report**   **4 ten page policy papers**   **10 two-page policy/legislative notes**

Spoken/media: Launch   **Press release**   **Debate**   **Discussion Panel**   **News stories**   **Case studies**

Audience Analysis

Proposal: _____

HIGH INFLUENCE

CON ←————————————————————————————→ **PRO**

LOW INFLUENCE

Audience Analysis

Proposal: _____

HIGH INFLUENCE

CON ← → PRO

LOW INFLUENCE

Audience Analysis

Proposal: _____

HIGH INFLUENCE

CON ←———————————————————————————→ **PRO**

LOW INFLUENCE
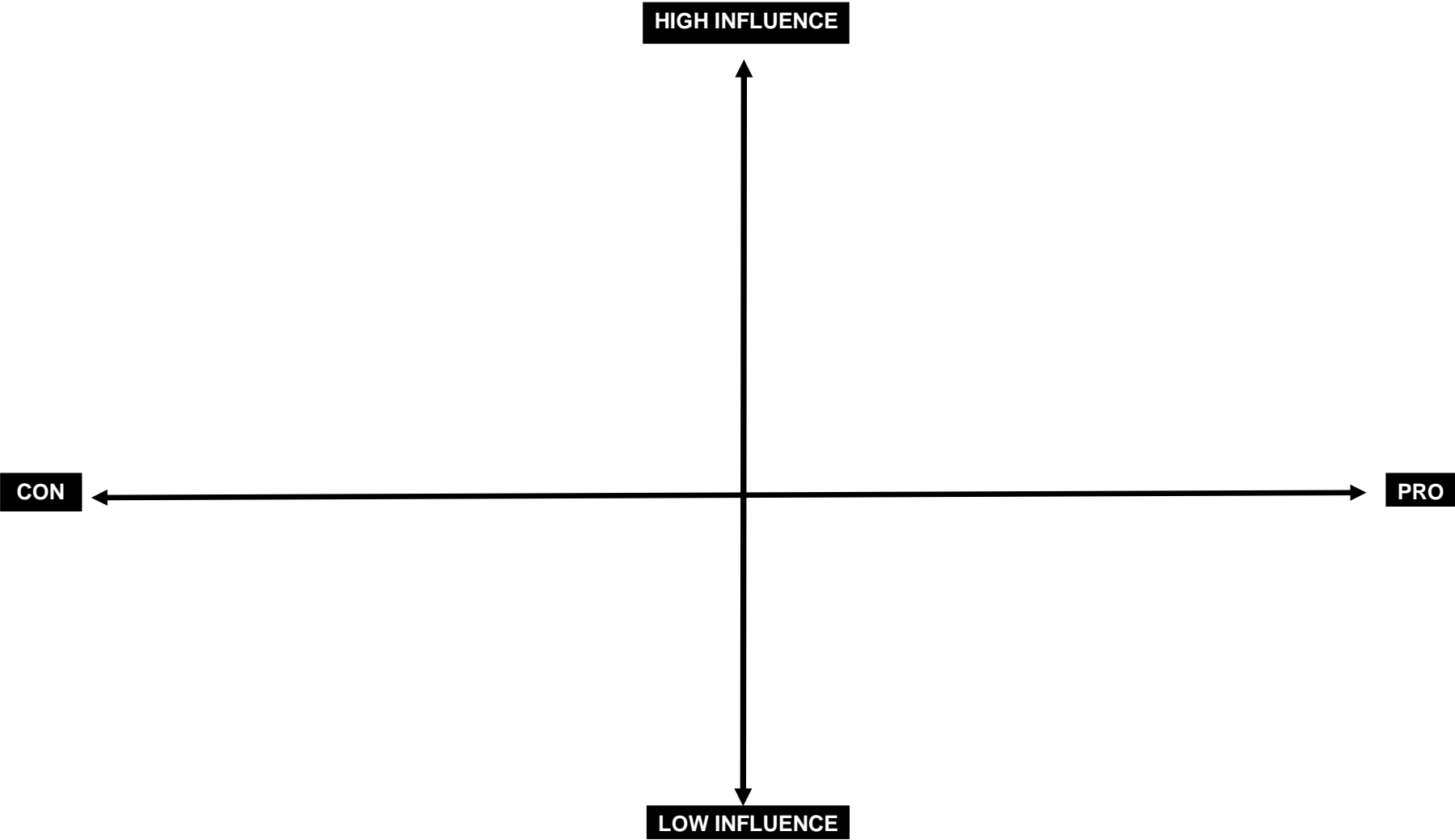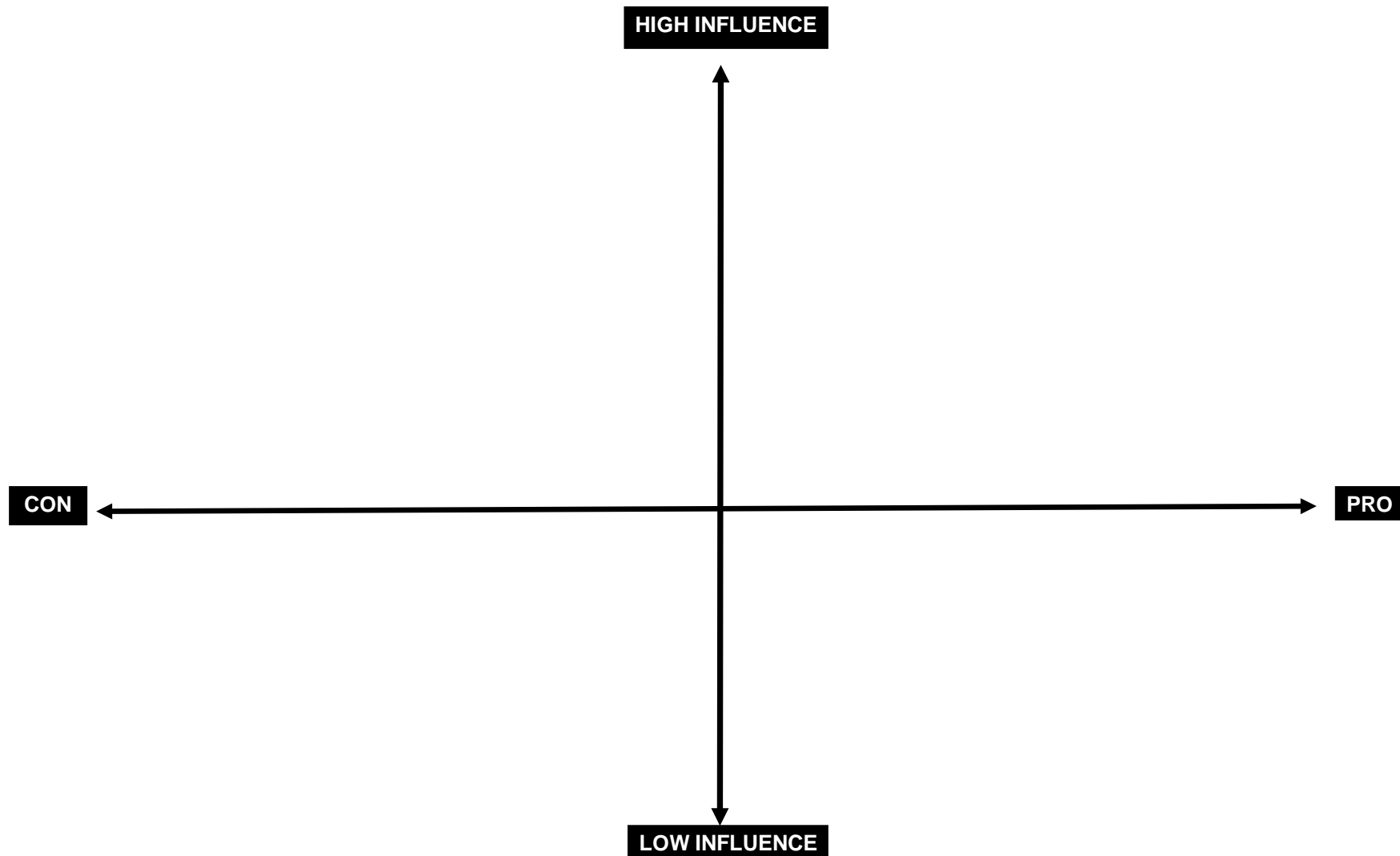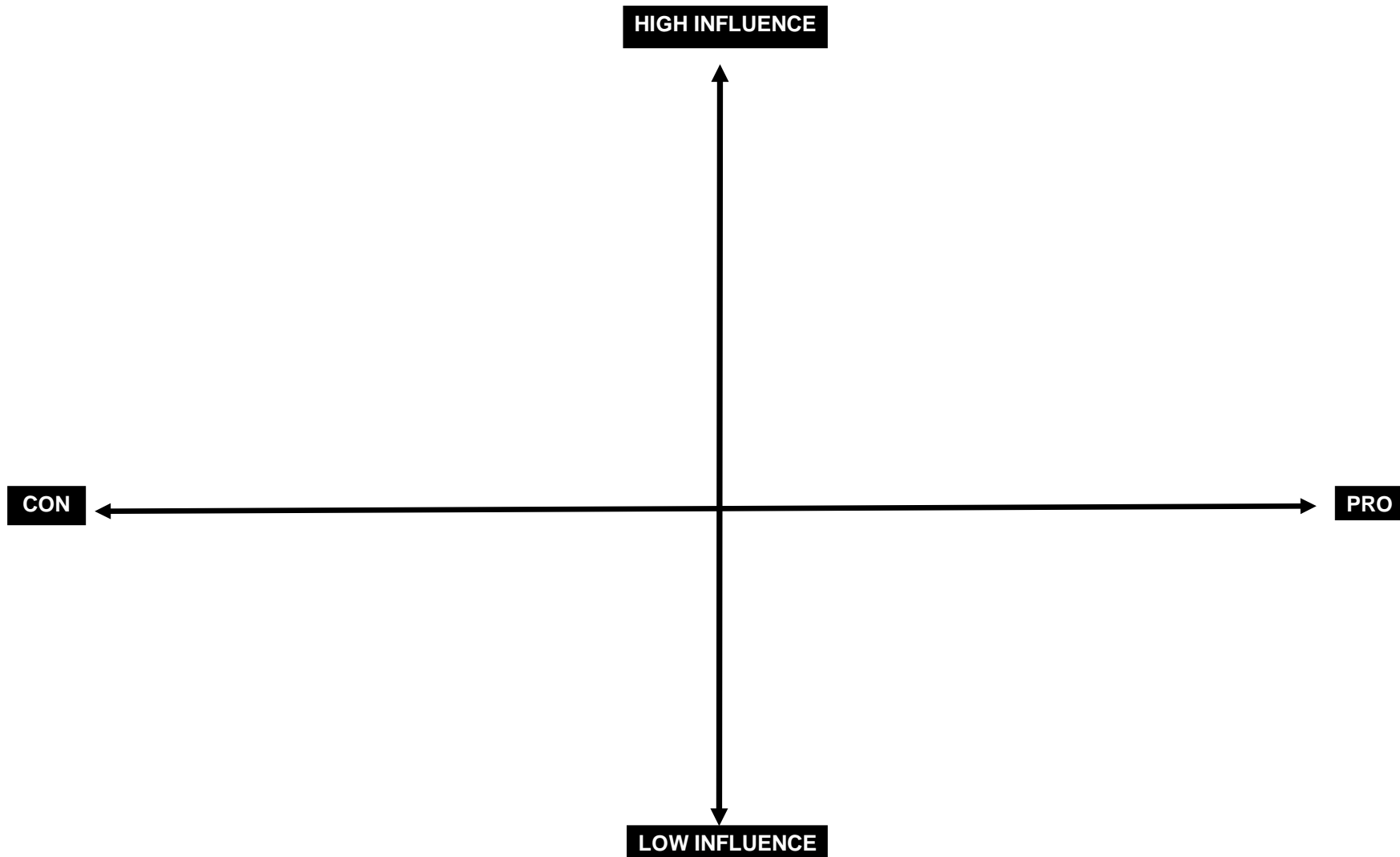
Workshop Evaluation Sheet

1. How would you rate the overall content of this workshop?
 	
    Above average ____   Average_____   Below Average_____
 	
    Comments/Feedback:

2. How would you rate the overall format of this workshop?
 	
    Above average____   Average_____   Below Average_____
 	
    Comments/Feedback:

3. Which section was most interesting or useful to you? How so?
4. Which section was the least interesting or useful to you? How so?
5. What aspects of climate change is your organization/agency working on? How do you see your organization/agency being able to contribute to this project?

6. Do you have advice for the lead organizations about the implementation of this process?

7. Would you like to be included on future emails about an potential adaptation network?

   Yes_____   No_____

8. Do you have any other comments?

Name_____   Email _____

Analysing climate change policy and institutions in Saint Lucia and Trinidad and Tobago: Piloting a Caribbean process

Adaptation: Rapid Institutional Analysis (ARIA) Orientation
Port of Spain, Trinidad and Tobago – April 4-5, 2013

What are the impacts in the Caribbean?

- Noting global trends but identifying regional focus

Climate change and biodiversity in the insular Caribbean project (2007-2009)

Action Learning Groups
- Research what is known
- Identify research gaps

Identifying Impacts

Three working groups prepared reports on:
- Climate Models and Scenarios;
- Terrestrial Biodiversity ;
- Marine and Coastal Biodiversity

Findings:
- Ecosystems more vulnerable/close to collapse
- Policy lacking linkages between economic activity, biodiversity and human well-being

Identifying Impacts

Gaps:
- Computer models need to be downscaled and expanded – biodiversity, agriculture and fisheries
- Multidisciplinary research linked to conservation strategies
- Effective communications between scientists, policy-makers and communities

Proposing priorities

- Climate change policy brief
- Meeting with civil society
- Assessing vulnerability
- Identifying priority areas
- Developing action agendas

Proposing priorities

Meeting with civil society (Saint Lucia, Tobago)
- Vulnerability assessments
  - mental mapping
  - discussions
- Setting an agenda for action and advocacy

Constructing capacity

- Training – documentation, communication (CNFO)
- Providing tools, technical assistance (CDEMA)
- Developing partnerships (e.g. With ODPM)
- Advocacy

Addressing adaptation action

- Communication
- Vulnerability assessment
- Visioning for resilience
- Prioritising actions
- Adopting and assessing adaptation strategies

Addressing adaptation in Caura Valley

Caura Valley community

- Piloting action
- Providing support
- Promoting equitable participation
- Influencing policy

Community Climate Change – *Let's All Adapt!* project

- Commenced September 5th 2011 (6 months)
- Funded by the British High Commission, POS
- Project outcomes:
  - ✓ Conduct public awareness campaigns throughout Trinidad
  - ✓ Roll out the International Federation of Red Cross and Red Crescent (IFRC) designed Caribbean Climate Change toolkit in 3 communities
  - ✓ Conduct a micro project

TTRC Community Climate Change – *Let's All Adapt!* project

- Communities received Climate Change toolkit: East Dry River, Cocorite, Diego Martin

- Public Awareness campaigns: Port of Spain, Trincity, San Fernando

- Micro-Project: Bookshelves distributed to 15 Secondary schools

- Contributors: EMA, IMA, ODPM, T&TEC, T&T Meteorological Office, RCRC Climate Centre (Netherlands, 2002)

TTRC Community Climate Change – *Let's All Adapt!* project

Lessons learnt and recommendations

- Volunteers trained at the T-O-T workshop were unavailable for project activities. Better selection methods and use of contract will be explored.

- Inclement weather conditions (November 2011) delayed roll out sessions in Diego Martin and resulted in cancellations at Carenage and West Moorings. Wider selection of communities or sessions in the dry season will be explored.

Training of trainers on the facilitation of participatory three-dimensional modeling (P3DM)

Project objectives:
- To explain key concepts in participatory approaches;
- To apply key tools in facilitating P3DM and Participatory Video (PV);
- To demonstrate effective facilitation techniques;
- To identify key issues in natural resource management which can be addressed through P3DM and PV in the Caribbean.

Training of trainers on the facilitation of participatory three-dimensional modeling (P3DM)

- P3DM: Used to address policy priorities, specific policies and actions needed on the ground to address the impacts of climate change and extreme climatic events
- Values traditional knowledge, promotes collaboration across sectors
- 15 trainees, 50 observers, >100 participants
- Production of a 3D replica of Tobago (1:10,000)
- Creation of a PV to evaluate the effectiveness of the P3DM in realizing desired outputs
- Model used in the production of a civil Society agenda to tackle among others, climate change issues in Tobago

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Training of trainers on the facilitation of participatory three-dimensional modeling (P3DM)
Lessons learnt and recommendations

- Lead facilitator to include a daily review of facilitation skills to strengthen trainee capacity in facilitation.
- Rotate facilitators during activity to allow time to rest and refresh.
- Allow trainees an opportunity to trace, cut, glue and paint to improve their understanding of what is required by the informants.
- Model building venue to be in a location frequently traversed by informants.
- Review base maps carefully to ensure that data is accurate. Ensure contours on all sheets are at the required intervals, and units of measure are consistent and outer islands are present.

Helping fisherfolk understand climate change implications

- Fisherfolk from 14 countries in the Caribbean
- Understanding needs
- Training
- Taking action

Lessons and recommendations

- Making learning and information fun increases uptake. Use different methods to target different learning styles.
- Understanding the needs of the audience before designing sessions can help focus training
- Including stakeholders and other partners in the design of the training sessions ensures that there is buy-in. It also improves accuracy.
- Having stakeholders involved in preparation of communication products increases ownership

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Thank you!

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