

DAY 1							
TIME	MIN.	LANGUAGE	SESSION	CONTENT	LEAD/MC	SPEAKERS	
09h00 - 10h00	60min	Spanish	<b>Plenary Welcome</b>	<ul style="list-style-type: none"> <li>&gt; Welcome and opening remarks</li> <li>&gt; Reminder of translation equipment</li> <li>&gt; Political welcome (City of Kigali &amp; Government of Rwanda)</li> <li>&gt; Brief introduction of UrbanShift programme</li> <li>&gt; Brief introduction of City Academies and Online Courses</li> <li>&gt; Present team on the ground</li> <li>&gt; Covid Measures &amp; ground rules for engagement</li> <li>&gt; Coffee Break &amp; explanation of ICAP/NBS rooms</li> </ul>	<b>Carina Arvizu</b> , WRI Mexico	Carina Arvizu (WRI Mexico) Cristina Argudo (C40) Local government and project representatives (TBD) Tea Garcia Huidobro (UNEP) Bruno Hernandez Incau (WRI) Diana Chavez Acosta (WRI)	
10h00 - 10h15	15min			Split into ICAP/NBS			
10h15 - 10h30	15min	Spanish	<b>1.0 Welcome</b>	<p><b>Agenda briefing (5')</b></p> <ul style="list-style-type: none"> <li>- Introducing team on the ground and speakers</li> <li>- What to expect: go through agenda for the 3 days</li> </ul> <p><b>Introductions (10')</b> (Participants)</p> <ul style="list-style-type: none"> <li>- What is your name, city, and area of work?</li> <li>- What do you expect to learn from this workshop?</li> </ul> <p><b>- Menti survey:</b> how much do you know about climate action planning?</p>	<b>Matheus Ortega</b> , Senior Manager Climate Action C40 UrbanShift	Matheus Ortega, C40  All Participants	
10h30 - 11h15	45min	Spanish	<b>1.1. Climate Crisis and Cities</b>	<p><b>Video 1:</b> Teaser ICAP (1')</p> <p><b>Explanation</b> of ICAP course (4')</p> <p><b>Expert presentation (20')</b>: climate change is a global crisis, but the impact is local – just as cities are part of the problem, they are also part of the solution.</p> <p><b>Open discussion (10')</b> how is your city most impacted by the climate crisis?</p> <p><b>Exercise (10')</b>: discuss with your city colleagues (if any) and rank your city climate risk.</p>	<b>Matheus Ortega</b> , Senior Manager Climate Action C40 UrbanShift	Matheus Ortega, C40	
11h15-11h30	15min		Coffee Break				

11h30-12h00	30min	Spanish	<b>1.2 What is Integrated Climate Action Planning?</b>	<p><b>What is ICAP video (5')</b>  <a href="https://www.youtube.com/watch?v=w9PUWzw4Oys&amp;t=82s">https://www.youtube.com/watch?v=w9PUWzw4Oys&amp;t=82s</a></p> <p><b>Expert presentation (20')</b>  &gt; Present the building blocks of an Integrated Climate Action Plan (Mitigation, Adaptation, Integration, Inclusivity)  &gt; Focus on the importance of integration in planning and across departments, sectors, and governments</p> <p><b>Open discussion (5')</b>: in which of these is your city more and least advanced: mitigation, adaptation, integration, inclusivity?  poster on wall</p>	<b>Martina Ferrarino</b> , C40 Cities Finance Facility Manager and former City Adviser for Buenos Aires	Martina Ferrarino, C40
12h00-12h50	50min	Spanish (group discussions in both)	<b>1.3. Where to Start a Climate Action Plan?</b>	<p><b>Video 2: Juan Esteban (Medellin) (5')</b></p> <p><b>Expert presentation (15')</b>: where to start? what is a strategic appraisal and why is it important?</p> <p><b>Group Activity (30')</b>  &gt; Split in 4 groups: Argentina, Brazil, Costa Rica I, Costa Rica II  - Strategic Appraisal Assessment (powers &amp; ownership exercise)</p>	<b>Matheus Ortega</b> , Senior Manager Climate Action C40 UrbanShift	Matheus Ortega, C40  Group 1: Argentina – Buenos Aires – Cristina Argudo, Deputy Regional Director for LATAM, C40, and former City Adviser for Quito  Group 2: Brazil – Matheus Ortega, Senior Manager Climate Action, C40  Group 3: Costa Rica I – Paulina Soto, ICLEI CAP Director  Group 4: Costa Rica II - Conrad Crees, C40 Project Officer
13h00-14h00	60min		Lunch			
14h00-14h45	45min	Spanish	<b>1.4. Climate Planning in Latin America</b>	<p><b>Expert presentation (30')</b>: what are some of the lessons learned of the climate action planning process (Deadline 2020) in Latam Cities? What are some tips for cities that are starting now?</p> <p><b>Open discussion: 15'</b>  &gt; How is your city planning to advance the climate agenda? Does your city intend to develop a climate action plan? What are some challenges and opportunities for climate action in your location?</p>	<b>Cristina Argudo</b> , Deputy Regional Director for LATAM, C40, and former City Adviser for Quito	Cristina Argudo, C40

14h45 - 15h45	60min	Spanish + Portuguese	<b>1.5. Exploring Climate Action Plans</b>	<p><b>Expert presentations:</b> three case studies with cities present lessons learned of their CAP development: bring examples on mitigation, adaptation, integration, inclusivity and financing.</p> <ul style="list-style-type: none"> <li>&gt; Buenos Aires, Argentina CAP (10')</li> <li>&gt; Santa Catarina, Mexico CAP (10')</li> <li>&gt; Quito, Ecuador CAP (10')</li> <li>&gt; Salvador, Brazil CAP (10') (in Portuguese)</li> </ul> <p><b>Bring your challenges session:</b> (15')</p> <p>What can you learn from these case studies? How can you bring your challenges to the group to suggest a course of action?</p> <p>Suggested questions:</p> <ul style="list-style-type: none"> <li>Group 1: political buy-in</li> <li>Group 2: mitigation</li> <li>Group 3: adaptation</li> <li>Group 4: engaging stakeholders</li> </ul>	<b>Matheus Ortega,</b> Senior Manager Climate Action C40 UrbanShift	<p>Buenos Aires: Martina Ferrarino, C40 Cities Finance Facility Manager and former City Adviser for Buenos Aires</p> <p>Santa Catarina: Paulina Soto, ICLEI Director Mexico</p> <p>Quito: Cristina Argudo, Deputy Regional Director for LATAM, C40, and former City Adviser for Quito</p> <p>Salvador: Matheus Ortega, Senior Manager Climate Action, C40</p>
15h45 - 16h00	15min		Coffee Break			
16h00 - 16h45	45min	Spanish	<b>1.6. Climate Justice</b>	<p><b>Video 3: Metrocables</b> (Medellin) (5')</p> <p><b>Expert presentation</b> (25'): How to address climate change and inequality jointly? How can cities be more inclusive, equitable, just and sustainable?</p> <p><b>Open Session</b> (15'): cities to share inspiring successful examples (or challenges) of climate justice in their location.</p>	<b>Paulina Soto,</b> ICLEI Director Mexico	Paulina Soto, ICLEI Director Mexico
16h45-17h00	15min		<b>1.7. Closure Day 1</b>	Closure and briefly go over agenda of Day 2.	<b>Matheus Ortega,</b> Senior Manager Climate Action C40 UrbanShift	

DAY 2						
TIME	MIN.		SESSION	CONTENT	LEAD/MC	SPEAKERS
09h00 - 09h30	30min		<b>2.0 Check-in</b>	> reminder: translation equipment> Ice breaker with participants.> Day 1 Recap and a	<b>Conrad Crees</b> , Project Officer C40 UrbanShift	Conrad Crees, C40
09h30 - 11h00	90min	Portuguese + Spanish	<b>2.1. Climate Governance in Practice</b>	<p><b>Expert presentations (20')</b>: what is climate governance? What does it mean to have a good climate governance?</p> <p><b>Group Activity (30')</b> Mapping your Climate Governance</p> <p>Split into three country groups (Argentina, Costa Rica, Brazil)</p> <p>&gt; Draw the vertical governance of your country and cities on climate action</p> <p>&gt; Discuss and report on the structure key challenges on how to integrate stakeholders in your country</p>	<b>Bruno Incau</b> , Latin America Regional Coordinator, World Resources Institute	Matheus Ortega, C40
11h00 - 11h15	15min		Coffee Break			
11h15 - 12h30	75min	Spanish	<b>2.2. Prioritising Actions</b>	<p><b>Intro (15min)</b>: guidance for the exercise and explanation of what is an action analysis</p> <p><b>Group Activity (60min)</b>: Split into 3 mixed groups. From a list of high impact actions, discuss priority actions for each city and analyse the benefits with an action analysis exercise. Report Back &amp; Discussion (15min): 3 groups will present back to the entire group on a list of top 3 priority actions that could be taken forwards by the city according to the ratings in the criteria. Exercise is to pretend that they are talking to the Mayor about the importance of these 3 actions.</p>	<b>Matheus Ortega</b> , Senior Manager Climate Action C40 UrbanShift	Fake Mayor: Cristina Argudo
12h30 - 13h30	60min		Lunch			
13h30 - 14h30	60min	Spanish	<b>2.3. Tracking Progress</b>	<p><b>Video 4</b>: Patricia (Buenos Aires) (5')</p> <p><b>Expert presentation (25')</b>: creating an M&amp;E system. How do you monitor, evaluate and report on climate actions?</p> <p><b>Exercise (15')</b>: Data Management Self-Assessment (Menti survey - Matheus)</p>	<b>Matheus Ortega</b> , Senior Manager Climate Action C40 UrbanShift	Conrad Crees, C40
14h30 - 15h15	45min	Spanish	<b>2.4. Financing Climate Action</b>	<b>Expert presentation (20')</b> : Financing: 'how to make a climate plan come to action'?	<b>Anais Julienne</b> , Senior Investment Officer, IFC	Anais Julienne, Senior Investment Officer, IFC
15h15 - 15h30	15min		Coffee Break			
15h30 - 15h45	15min		<b>2.5 Quick Recap</b>	Recap of ICAP (Why & What)- What is a Science-based CAP (1.5oC Trajectory)?- W	<b>Matheus Ortega</b> , Senior Manager Climate Action C40 UrbanShift	Matheus Ortega, C40

15h45 - 16h45	60min		<b>2.6 ICAP Roadmap</b>	<p><b>ICAP Roadmap (20min)</b>  Checklist of key actions:  &gt; GHG Inventory  &gt; Climate Risk Assessment  &gt; Needs Assessment  &gt; Climate Governance  &gt; Engaging with Stakeholders  &gt; Setting Targets  &gt; Prioritising Actions  &gt; Developing a Climate Action Plan  &gt; Financing Actions  &gt; Tracking Progress  &gt; Mainstreaming Climate Action on master plans / sectoral plans</p> <p>*Include process of cities writing down key steps for themselves (roadmap for CAP)</p>	<b>Matheus Ortega,</b> Senior Manager Climate Action C40 UrbanShift	Matheus Ortega, C40
16h45 - 17h00	15min		<b>2.7 Concluding Remarks</b>	<p>Closure and briefly go over agenda of Day 3.</p> <p>Menti question 1: [same as initial] how much do you know about climate action planning?  Menti question 2: which cities would like additional support in their CAP efforts?  How?</p>	<b>Matheus Ortega,</b> Senior Manager Climate Action C40 UrbanShift	Matheus Ortega, C40