



## 2016 Climate Knowledge Brokers Workshop

NREL, 15013 Denver W Pkwy, Golden, CO, USA

September 20-22, 2016

### Background and Logistics Note

Organized and supported by:  	Hosted by: 
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### 1 The CKB Group

The Climate Knowledge Brokers group (CKB) is a 'community of practice' in the fields of knowledge and information on climate and development. The focus is on those that play an explicit knowledge brokering role, combining, synthesising, filtering and translating information from a variety of sources for particular user groups. By design, it cuts across different sub-sectors within the climate sphere: it includes initiatives focusing on adaptation, mitigation, climate finance, energy, agriculture and broader development issues – the aim being to encourage productive linkages across these different fields of activity.

CKB was set up in 2011 with the aim to explore closer collaboration between climate knowledge brokers. Ever since its formation participants have demonstrated a keen appetite for exchanging knowledge and experiences, and working together; CKB has generated a number of joint projects to make this happen in practice. The group meets annually to take this agenda forward, with workshops so far held in Copenhagen, Denmark; Eschborn and Bonn, Germany; Brighton, UK; and Washington DC, USA.

It has steadily grown and now includes around 150 initiatives and organisations, including many of the leading global and regional online knowledge players. As of April 2014, the CKB Coordination Hub is operated by the Renewable Energy and Energy Efficiency Partnership (REEEP). In September 2015, CKB published '[The Climate Knowledge Brokers Manifesto](#)'. You can access the Manifesto, along with information and reports on earlier CKB workshops, and 'snapshot presentations' on the organizations and initiatives involved on the group's [website](#).

## 2 Workshop Objectives

The objectives of the 2016 CKB workshop, hosted by the U.S. Department of Energy's National Renewable Energy Laboratory, are to:

- provide networking opportunities and peer support to climate knowledge brokers, (e.g. through 'knowledge sharing clinics');
- consider developments affecting climate knowledge brokering;
- contribute to future development of CKB activities, specifically:
  - capacity building for knowledge brokers
  - Climate Knowledge Grid concept;
- broaden the participation and increase understanding of the CKB group and the principles of climate knowledge brokering.

## 3 Format and Agenda

The overall theme for the workshop is capacity building for climate knowledge brokers. CKB believes there will be a growing demand for climate knowledge as the changing climate impacts on more and more people in their jobs and daily lives. With that comes a need for more, and more-skilled climate knowledge brokers. This workshop acts both as a direct professional development opportunity for you as a climate knowledge broker, and a chance for you to contribute to the future development of CKB's capacity building activities.

There are two parts to the proceedings: the 'formal' workshop on Wednesday and Thursday 21<sup>st</sup>-22<sup>nd</sup> September, and further optional, but highly-recommended, sessions on Tuesday 20<sup>th</sup>.

In the morning of Tuesday 20<sup>th</sup> we are running a new '*CKB 101 Introductory Learning Session*'. For those who are able to join us for all three days, we do recommend you join this session. It is designed for people who are new to CKB and the concept of climate knowledge brokering (it's easy to be one without realising it!), to bring them up to speed. We are testing this for the first time, so we would also welcome experienced climate knowledge brokers and those who are familiar with CKB; we would love your feedback and thoughts on how to improve this key pillar of our future capacity building.

After lunch there will be a range of participant-organised sessions. These might include opportunities to learn about a specific knowledge product or service, a search for collaborators for a new project, discussions on particular topics, or a meeting of another related network. Please do indicate when registering if you would like to organise a session.

In the latter part of the afternoon there will be an outreach event, taking place in the NREL Visitor Center. This will start with a high level panel discussion, followed by an informal networking session. The aim is to broaden understanding of the importance of the climate knowledge brokering role. It also offers you the opportunity to interact with additional people who are interested in climate knowledge brokers and the CKB group, but do not necessarily have a knowledge brokering role themselves. You are invited to promote your organisation's knowledge brokering work by bringing a poster about your organisation's to display during the networking session (see section 6 below).

The annual workshop itself lasts two days: Wednesday 21<sup>st</sup> and Thursday 22<sup>nd</sup> September. CKB events are highly participatory and interactive. There won't be many powerpoint presentations; rather, time will be set aside for working groups and sessions will be facilitated to ensure all

participants have a chance to engage. We understand that individual networking and thought-sharing during coffee breaks, lunch and dinner are at least as important as the formal agenda and will make sure there's plenty of time for that.

We offer a number of specific opportunities for you to shape your participation:

- Volunteer as a 'patient' in a 'knowledge sharing clinic'; an intensive, facilitated peer support exercise that offers the opportunity to present a specific current challenge or issue, and receive support, suggestions and advice from other participants acting as doctors;
- Organise a session on Tuesday 20<sup>th</sup> September (as described above). Participants will be able to choose from the options available;
- Bring a poster to display at the Outreach Event to promote your organisation's work.

You will be asked about these options when you register.

The detailed agenda will be finalised by the CKB Coordination Hub with support from the CKB Steering Group over the coming months and will be circulated prior to the workshop. An initial draft is attached at the end of this note.

The workshop will also include an opportunity to tour the NREL facility (time and day TBC).

## 4 Participants

We expect around 50 people at CKB workshops – a workable size for a friendly, interactive event. Invitations are sent to the current CKB Group and to a number of other initiatives that would have an important contribution to make.

The target audience are individuals with hands-on experience in the field of climate change, knowledge brokering, and international development. In particular, project managers and high-level staff with a responsibility for strategy, delivery and decision making on climate knowledge broker relevant portfolios are welcome.

## 5 Preparation by participants: Snapshot presentations and Posters

Participants are invited to prepare a poster, which will be displayed during the outreach event, and/or a 'snapshot' presentation. They should describe the initiative and its key features, including its aims and target audience.

Poster dimensions should follow the standard A0-Format.

The poster should include at least the following information:

- Title of project or brokering activity
- Goal and outreach
- Focus groups or countries, if applicable
- Outcomes, experiences and lessons learned

Snapshot presentations sent to the organizers will be uploaded to the [CKB web space](#) before the workshop and will provide a valuable resource, both for participants and other interested parties who are unable to attend. Those who submitted a snapshot for events in the past are encouraged to update it to reflect developments since then.

To allow for processing time of these snapshots, please submit them to [info@climateknowledgebrokers.net](mailto:info@climateknowledgebrokers.net) by **Friday 2<sup>nd</sup> September, 2016** the latest.

## 6 Workshop report

A workshop report will be produced after the event to capture the main discussions and conclusions. As an example and also as recommended reading, please have a look at the [2015 workshop report](#).

## 7 Registration

The registration form can be found online at: [https://2016\\_ckb\\_workshop.eventbrite.co.uk](https://2016_ckb_workshop.eventbrite.co.uk)

Please **complete the registration by Friday 2<sup>nd</sup> September, 2016**. After this date we will not be able to organise your entry to NREL.

Should you need any special support or have other things on your mind related to the workshop, feel free to contact us at [workshop-organizers@climateknowledgebrokers.net](mailto:workshop-organizers@climateknowledgebrokers.net).

## 8 Logistics

The CKB workshop will be hosted by the U.S. Department of Energy's National Renewable Energy Laboratory (NREL), located in Golden, Colorado, in the US (street address: NREL, 15013 Denver West Parkway, Golden, CO 80401, USA). The workshop will be held from September 20-22, between 9am and 5pm each day.

During the workshop, all coffee breaks and lunches will be provided at the conference venue. In addition, a social gathering will be organised as part of the outreach event on Tuesday 20<sup>th</sup> and a joint dinner will be organized on Wednesday 21<sup>st</sup>.

Participants are asked to cover their own travel and accommodation costs, as well as to make their own hotel booking arrangements (though please let us know when registering if you would like to stay in the recommended hotel; see 'accommodation' below).

## 9 Accommodation

We recommend participants stay at the Denver Marriott West hotel, which is within walking distance of the workshop venue (<http://www.marriott.com/hotels/hotel-photos/denwe-denver-marriott-west/>). We are negotiating a conference deal on the room rate and need to know numbers to get the best deal – you will be asked whilst registering for the workshop if you would like to take advantage of the block deal. We will then further instructions in due course on how to claim the discount rate whilst booking your room.

Please see [NREL Golden Visitor Information Guide STM](#) for other accommodation suggestions.

## 10 Visas

If you need any assistance in applying for a visa, please contact [workshop-organizers@climateknowledgebrokers.net](mailto:workshop-organizers@climateknowledgebrokers.net).

## 11 Arrivals/transport

### 11.1 Arriving at NREL / Building Security

For badging and access to the NREL site, visitors are required to show government-issued photo identification (for example driver's license, passport, or military ID).

If you are not a U.S. Citizen, a Foreign National Data Card (FNDC) form must be completed and approved prior to your visit for you to have access to the site. This will be sent to you prior to the event.

### 11.2 Arriving by air travel

The closest airport is Denver International Airport (IATA CODE: DEN).

Weblink: <http://www.flydenver.com/>

### 11.3 Travel within Denver area

Please see *[NREL Golden Visitor Information Guide STM](#)*

## 12 Contact Information

For more information on the workshop, please contact us at the organizers email address [workshop-organizers@climateknowledgebrokers.net](mailto:workshop-organizers@climateknowledgebrokers.net).

## 13 Funding for the workshop

This workshop is made possible with the support of REEEP and the Climate and Development Knowledge Network (CDKN), with funding from the UK Department for International Development and the Ministry of Foreign Affairs of the Netherlands. It is kindly hosted by NREL.

# 2016 Climate Knowledge Brokers Workshop Agenda (Draft)

Tuesday 20 September

Timing	Session	Modality
<b>Morning</b>	CKB 101 Learning Event	Trade secrets
<b>Afternoon</b>	Self-organised sessions for experienced knowledge brokers	Peer-to-peer
	CKB Outreach Event	-

Wednesday 21 September

Timing	Session	Modality
<b>Morning</b>	Introduction to the workshop	-
	Interactive idea generation: parallel sessions on topics related to capacity building for climate knowledge brokers	Trade secrets
<b>Lunch</b>		-
<b>Afternoon</b>	Developments in climate knowledge brokering: New user needs and new knowledge brokering methodologies	Peer-to-peer
	Knowledge Sharing Clinic – a peer learning methodology to address challenges faced by climate knowledge brokers.  <i>Volunteer ,patients' sought – tell us about the current challenge on which you would like support.</i>	Peer-to-peer
<b>Early Evening</b>	Dinner	-

## Thursday 22 September

Timing	Session	Modality
<b>Morning</b>	Clean Energy Solutions Center: introduction to expert services	Showcasing
	Funding climate knowledge brokering activities	Trade secrets
	<i>Case study exercise looking at difficulties faced by seemingly successful initiatives such as ELDIS and Africa Adapt</i>	
	Knowledge Sharing Clinic	Peer-to-peer
<b>Lunch</b>		-
	The Future of CKB: Parallel sessions: <ul style="list-style-type: none"> <li>- CKB's plans for Capacity Building</li> <li>- Climate Knowledge Grid</li> </ul>	Brainstorm. Focus. Act
	Wrap up	-
<b>5.00pm</b>	End	-