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## **Harnessing Cities' Share in the Implementation of the Environment and Natural Resources Component of the Philippines' Nationally Determined Contribution (NDC) Capacity Building Webinar Series for Highly Urbanized Cities (HUCs) in the Philippines**

### Concept Note

#### **1. Background**

The Harnessing Cities' Share in the Implementation of the Environment and Natural Resources (ENR) Component of the Philippines' Nationally Determined Contribution (NDC) Program of the Department of Environment and Natural Resources Climate Change Services (DENR-CCS) intends to build the capacities of officers at local authorities in the Philippines to understand the fundamentals of GHG accounting which will contribute to enabling cities to implement and adopt integrated low carbon urban development plans and programs. This shall be facilitated through a webinar series to be led by ICLEI Southeast Asia Secretariat (ICLEI SEAS).

Furthermore, this initiative shall prepare the cities to report their city-level GHG emissions in the development and formulation of their City Promises<sup>1</sup> that outline concrete GHG reduction targets to selected HUCs/municipalities in the Philippines that contribute to the country's NDCs.

This concept note outlines the Harnessing Cities' Share in the Implementation of ENR Component of the Philippines' NDC Capacity Building Webinar Series with selected highly urbanized cities (HUCs) as per the DENR Memorandum of December 6, 2021. These cities are required to nominate principal and alternate representatives that will participate in the activities. It lays the context and background of the capacity building series, its objectives, methodologies, timeline, and resources needed.

This activity includes organizing coaching sessions, in conjunction with the capacity-building program of the cities, that convene the different cities from 16 regions to discuss and tackle local climate change mitigation planning. The webinar series also envisions cooperation with DENR Regional Offices by providing them a space where they can regularly meet and share their experiences regarding existing mandates and activities on local climate action.

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<sup>1</sup> Inspired by the Seoul Metropolitan Government's (SMG) Promise of Seoul, a City Promise outlines a local government's and their citizens' climate commitments and actions to reduce GHG emissions.



## 2. Objectives of the Capacity Building Webinar Series

As part of the project, this activity is envisioned to provide spaces and platforms for city representatives in charge of climate-related projects to learn, discuss, and act on local sustainability issues, especially on low emission development. Specifically, the capacity building series aims to:

- Convene technical local government unit (LGU) staff that works on climate-related projects and initiatives of their LGU in a virtual webinar.
- Provide materials that outline methodologies, and principles and present the best practices and lessons learned in implementing the Ambitious City Promises in Philippine cities, Pasig, Marikina, and Parañaque.
- Build understanding of concepts, theories, and methodologies for climate action planning and community-level GHG inventories in line with the City Promise Formulation Process.

## 3. Expected Outcomes and Outputs

- Local government technical staff in the selected cities will be capacitated with up-to-date lecture presentations of the pre-determined topics that align with the City Promise Formulation process.
- Development of a City Promise Work Plan per priority city that sets out how the city will update its inventory and mitigation actions with identified actions, timelines, roles, and responsibilities

## 4. Overview of Methodology

### *Design*

The capacity-building webinar series will employ a mixed-method approach including lecture-type input presentations, and breakout session exercises. Each webinar is expected to run for a maximum of 2.5 hours. The webinar series was designed to duplicate the procedural steps of the City Promise Formulation Process as implemented in the ACP project in three Philippine cities.

- a. Pre-training needs assessment

A pre-training needs assessment will be conducted to determine participants' level of technical understanding of the topics to be discussed and understand the extent of



training received by participants. This will allow the facilitators and resource speakers to respond to the capacity needs of the participants and to carry out the webinar series effectively.

Meanwhile, other hands-on assessments will be conducted depending on the session objectives, topics, and program flow.

b. Lecture-type Input Presentation

All webinar sessions will be designed to include lecture-type input presentations to provide the fundamental background information associated with the webinar objectives. These presentations will be made to share relevant and timely information, theories, concepts, and methodologies. The technical experts from ICLEI SEAS will facilitate the presentations provided with training materials developed for this program.

c. Breakout sessions

The breakout sessions will be incorporated into the program of this webinar series. These sessions will be used for hands-on exercises as well as for allowing the participants to freely express their insights and further clarifications about the topics discussed.

The breakout groups will be assigned with moderators from ICLEI/DENR equipped with guide questions to wisely budget the limited time and to ensure coherence and clarity of open discussions.

d. Virtual Tools Available

- Zoom poll - *for quick survey questions*
- [Google Forms](#)
- [Mentimeter](#)

**5. Participant Selection**

Participants for the capacity building webinar series are representatives of the Climate Change Technical Working Group (TWG), if applicable, or at least three (3) representatives from offices that perform functions for the LGU's climate programs, preferably but not limited to City Environment and Natural Resources Office (CENRO), City Planning and Development Office (CPDO), City Disaster Risk Reduction and



Management (CDRRMO). To ensure consistent participation of LGUs, LGUs are suggested to identify the principal and alternate representatives.

The same representatives are also requested to participate in all the webinar series. Completion of the training program will entitle participants to a Certificate of Completion/Participation.

## 6. Technical Notes

- Before the webinars, the participants are instructed to connect via tablet, laptop, or desktop computer. If using a smartphone for the call, a laptop or desktop PC is suggested to be accessible to the participants.
- As much as possible, the participants are requested to use earphones or headphones with a mic.
- Participants are asked to ensure a strong and stable internet connection for effective workshop participation.

## 7. Indicative Program

### Inception Workshop

**Date and time: 20 July 2022 (Wednesday) 9:00 AM to 11:00 AM**

**Meeting link: <https://bit.ly/HCSInceptionWorkshop>**

The inception workshop shall serve as a venue to orient and level the expectations of the project participants. In particular, the inception workshop will be designed to achieve the following objectives:

- Formally introduce the project, its goals, activities, and impacts to the participating cities;
- Present a timeline of activities - topic and capacity building webinar series schedules; and
- Conduct a pre-training assessment among the LGU participants

Target participants:

- DENR Regional Offices and the following cities:



Priority cities <sup>2</sup>	Observer cities <sup>3</sup>
<ul style="list-style-type: none"> <li>● <i>NCR: Manila, Valenzuela City, Caloocan City</i></li> <li>● <i>CAR - Baguio City</i></li> <li>● <i>Region 1: City of San Fernando</i></li> <li>● <i>Region 2: Santiago City, Isabela</i></li> <li>● <i>Region 3: Bataan Province</i></li> <li>● <i>Region 4A: Sta. Rosa City, Laguna</i></li> <li>● <i>Region 4B: Calapan City, Oriental Mindoro</i></li> <li>● <i>Region 5: Legazpi City</i></li> <li>● <i>Region 6: Iloilo City</i></li> <li>● <i>Region 7: Lapu-Lapu City</i></li> <li>● <i>Region 8: Tacloban City, Leyte</i></li> <li>● <i>Region 9: Zamboanga City</i></li> <li>● <i>Region 10: Cagayan de Oro City</i></li> <li>● <i>Region 11: Davao City</i></li> <li>● <i>Region 12: General Santos City</i></li> <li>● <i>Region 13: Butuan City</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Region 1: City of Alaminos</i></li> <li>● <i>Region 3: San Jose Del Monte Bulacan</i></li> <li>● <i>Region 4A: City Binan, Laguna &amp; City of Antipolo</i></li> <li>● <i>Region 4B: Puerto Princesa City</i></li> <li>● <i>Region 5: Naga City</i></li> <li>● <i>Region 6: San Carlos City, Negros Occidental</i></li> <li>● <i>Region 7: Cebu City</i></li> <li>● <i>Region 8: Palo Leyte</i></li> <li>● <i>Region 9: Dipolog City</i></li> <li>● <i>Region 10: Gingoog City</i></li> <li>● <i>Region 11: Tagum City</i></li> <li>● <i>Region 12: City of Kidapawan</i></li> <li>● <i>Region 13: Surigao City</i></li> </ul>

**Indicative Program:**

Time	Activity	Objective/s	Person-in-charge
9:00-9:10 AM	Introduction	<ul style="list-style-type: none"> <li>● Introduce participating cities and DENR Regional Offices</li> </ul>	DENR CCS

<sup>2</sup> The identified priority cities are selected by DENR Regional Offices through a DENR Memorandum dated December 6, 2021. These selected cities will undergo the capacity-building webinar series and coaching sessions to guide them in the formulation of their City Promise Work Plan.

<sup>3</sup> Observer cities are invited to participate in the capacity-building webinar series and submit outputs, although not required, but their participation shall be accepted and their outputs shall be sent to DENR-CCS for review and compilation.



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9:10-9:25 AM	About the Harnessing Cities' Share in the Implementation of the Environment and Natural Resources Component of the Philippines' Nationally Determined Contribution Project	<ul style="list-style-type: none"> <li>Brief overview of the project</li> </ul>	<b>Dir. Elenida Basug</b> <i>Director, DENR CCS</i>
9:25-9:40 AM	Overview of the Ambitious City Promise (ACP) Project	<ul style="list-style-type: none"> <li>Overview of the ACP project and key accomplishments</li> <li>Defining a 'City Promise'</li> </ul>	<b>Pamela Cabacungan,</b> <i>Low Emission Development Manager, ICLEI SEAS</i>
	Timeline of Capacity Building Webinar Series and Workshop Overview	<ul style="list-style-type: none"> <li>Timeline of Activities</li> <li>Present Workshop Agenda</li> <li>Expectation setting</li> </ul>	
9:40-9:50 AM	Pre-training assessment	<ul style="list-style-type: none"> <li>Determine participants' level of technical understanding of the key concepts and topics to be discussed</li> <li>Understand the extent of training received by participants</li> </ul>	<b>Kenneth Bernard Hizon, EnP.,</b> <i>ICLEI SEAS</i>
9:50-10:20 AM	Overview of Climate Science and Webinar Series Topics	<ul style="list-style-type: none"> <li>Introduction on Climate Science, and Climate Change Related Terms.</li> <li>Recent Findings of the IPCC and Climate Change Projection by PAGASA.</li> <li>Overview of the topics to be discussed throughout the webinar series</li> </ul>	<b>Pamela Cabacungan,</b> <i>Low Emission Development Manager, ICLEI SEAS</i>
10:20-10:35 AM	Presentation of the Philippine Nationally Determined Contribution (NDC)	<ul style="list-style-type: none"> <li>Overview of the Philippine Nationally Determined Contribution (NDC)</li> </ul>	<b>Mr. Albert A. Magalang</b> <i>Chief, DENR Climate Change Division</i>



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10:35-10:50 AM	Open Forum	<ul style="list-style-type: none"><li>• Poll: Question and Answer</li></ul>	<b>Kenneth Bernard Hizon, EnP,</b> <i>ICLEI SEAS</i>
10:50-11:00 AM	Closing and next steps	<ul style="list-style-type: none"><li>• Discuss next activity schedule and provide other instructions</li></ul>	ICLEI SEAS



## Webinar 1: Introduction to Climate Action Planning

Date: August 9, 2022 (Tuesday)

Meeting link: <https://bit.ly/HSCClimateActionPlanning>

### Objectives:

- Enhance local government's technical capacity in local climate action planning by introducing ICLEI's GreenClimateCities (GCC) Program and the Local Climate Change Action Planning processes
- Provide local governments with practical tools and materials to support them in their City Promise Formulation Work Planning process

Time	Activity	Objective/s	Person-in-charge
9:00-9:20 AM	Welcome, introductions, and overview	Introduction and brief overview of the session	ICLEI SEAS
9:20-9:40 AM	Presentation on Climate Change Mitigation Planning	Presentation on Climate Change Mitigation Planning <ul style="list-style-type: none"><li>- Enhanced LCCAP Guidelines</li><li>- ICLEI's GCC Program</li></ul>	<b>Kenneth Hizon, EnP,</b> <i>ICLEI SEAS</i>
9:40-9:50 AM	Poll (Menti)	Prepare guide questions (e.g., GHG inventory etc.)	
9:50-10:00 AM	Health Break	10-minute health break	-
10:00-10:30 AM	Introduction to Stakeholder Engagement in the LCCAP	Presentation on Local Climate Change Action Planning processes <ul style="list-style-type: none"><li>● Importance of stakeholder engagement in the planning process</li><li>● Opportunities for a meaningful stakeholder engagement process per GCC/ACP</li><li>● Provide ACP City Experiences</li></ul>	<b>Jemi Santos</b> <i>ICLEI SEAS</i>



10:30-11:00 AM	Breakout session (per island group): Hands-on exercise	<ul style="list-style-type: none"><li>Stakeholder mapping exercise</li></ul>	ICLEI SEAS
11:00-11:30 AM	Presentation of outputs	<ul style="list-style-type: none"><li>One (1) city per island group will present (to be selected using an online roulette)</li></ul>	ICLEI SEAS
11:30-11:40 AM	Wrap up and next steps	Discuss next activity schedule and other instructions	ICLEI SEAS

## Webinar 2: Developing a city-level GHG Inventory

**Dates: August 16 to 18, 2022 (Tuesday to Thursday)**

**Meeting link: <https://bit.ly/HSCGHGInventory>**

### Objectives:

- Introduce the concept of GHG emissions inventory including data requirements and data usage;
- Build capacities and knowledge on basic concepts for conducting community-level GHG inventories including base year, activity data, emission factors; and
- To facilitate hands-on experience on emissions calculation using the Community-Level GHG Quantification in the Philippines Spreadsheet, an Excel-based calculator developed and endorsed by the Climate Change Commission (CCC);

### Target Participants:

- Technical staff of the cities from the following offices:
  - City Environment and Natural Resource Office (CENRO)
  - City Solid Waste Management Office (CSWMO)
  - City Planning and Development Office (CPDO)
  - City Transportation Office (*if existent*)
  - Business Permits and Licensing Office (BPLO)
  - Disaster Risk Reduction and Management (DRRMO)
  - City Health Office
  - General Services Department/Office (GSD)



**Indicative Program:**

Time	Activity	Objective/s	Person-in-charge
Day 1: August 16, 2022			
10:00-10:15 AM	Refresher and recap	<ul style="list-style-type: none"> <li>Provide Brief Recap of Previous Session</li> <li>Provide Session Overview</li> </ul>	<b>Kenneth Bernard Hizon, EnP.,</b> <i>ICLEI SEAS</i>
10:15-11:00 AM	Overview of Greenhouse Gas (GHG) Emissions Inventory	<ul style="list-style-type: none"> <li>Provide an overview of GHG inventory process including basic concepts and principles</li> </ul>	<b>Jemi Santos,</b> <i>ICLEI SEAS</i>
11:00-11:15 AM	Quiz (Menti)		
11:15-11:30 AM	Wrap up and closing	<ul style="list-style-type: none"> <li>Guidance for the next schedule of activities</li> </ul>	<b>Kenneth Bernard Hizon, EnP.,</b> <i>ICLEI SEAS</i>
Day 2: August 17, 2022			
10:00-10:10 AM	Preliminaries	<ul style="list-style-type: none"> <li>Refresher and Recap</li> <li>Provide session overview</li> </ul>	ICLEI SEAS
10:10-10:55 AM	Workshop Plenary Discussion	<ul style="list-style-type: none"> <li>Identify the various sources of GHG emissions and various approaches in calculating GHG emissions in all sectors</li> </ul>	<b>Pamela Cabacungan,</b> <i>Low Emission Development Pathway Manager,</i> <i>ICLEI SEAS</i>
10:55-11:10 AM	Open Discussion (To be administered using Mentimeter)	<ul style="list-style-type: none"> <li>Open floor for questions</li> </ul>	ICLEI SEAS
11:10-11:30 AM	Breakout Session	<ul style="list-style-type: none"> <li>Provide training in navigating through CCC's GHG Quantification Spreadsheet using</li> </ul>	<b>Pamela Cabacungan,</b> <i>Low Emission Development Pathway Manager,</i> <i>ICLEI SEAS</i>



		<p>actual data</p> <ul style="list-style-type: none"> <li>• Participants to be divided into three groups</li> </ul>	
11:30-11:50 AM	Presentation of outputs per group	<ul style="list-style-type: none"> <li>• Group A. Energy</li> <li>• Group B. Transport</li> <li>• Group C. Waste</li> </ul>	ICLEI SEAS
11:50-12:00 NN	Wrap up and next steps	<ul style="list-style-type: none"> <li>• Discuss next activity schedule and other instructions</li> </ul>	ICLEI SEAS
Day 3: August 18, 2022			
10:00-10:15 AM	Refresher and recap	<ul style="list-style-type: none"> <li>• Provide a Recap of Day 1 and 2 Activities</li> </ul>	<b>Jemi Santos,</b> <i>ICLEI SEAS</i>
10:15-10:25 AM	Overview of GHG Management Planning	<ul style="list-style-type: none"> <li>• Discuss basic principles of GHG management planning</li> </ul>	<b>Pamela Cabacungan,</b> <i>Low Emission Development Pathway Manager,</i> <i>ICLEI SEAS</i>
10:25-10:50 AM	How to make sense of the numbers?	<ul style="list-style-type: none"> <li>• Discuss basic principles in communicating the GHG inventory</li> </ul>	<b>Chris Hidalgo,</b> <i>Communications Officer,</i> <i>ICLEI SEAS</i>
10:50-11:30 AM	Exercise: GHG Inventory Work Plan - Identification of data sources	<ul style="list-style-type: none"> <li>• Start accomplishing GHG Inventory Work Plan template</li> </ul>	ICLEI SEAS
11:30-11:45 AM	Open Discussion	<ul style="list-style-type: none"> <li>• Question and Answer</li> </ul>	ICLEI SEAS
11:45-12:00 NN	Wrap-up and next steps	<ul style="list-style-type: none"> <li>• Provide next activity schedule and other instructions</li> </ul>	<b>Jemi Santos,</b> <i>ICLEI SEAS</i>



### Webinar 3: Accelerating implementation - Tracking changes and setting goals

Date: August 23, 2022 (Tuesday)

Meeting link: <https://bit.ly/HSCAcceleratingImplementation>

Objective:

- Introduce science-based targets for cities, its principles, methodological approaches, and guide to support cities
- Introduce financing mitigation measures
- Conduct a workshop evaluation to measure the effectiveness of the webinar series provided

Time	Activity	Objective/s	Person-in-Charge
10:00-10:15 AM	Preliminaries	<ul style="list-style-type: none"><li>● Welcome and introduction</li><li>● Provide agenda overview</li></ul>	ICLEI SEAS
10:15-10:30 AM	Presentation: Science-based target setting and its importance	<ul style="list-style-type: none"><li>● Present the principles and methodologies of science-based targets and its importance for cities</li></ul>	<b>Pamela Cabacungan,</b> <i>Low Emission Development Pathway Manager, ICLEI SEAS</i>
10:30-11:00 AM	Plenary: Hands-on Exercise	<ul style="list-style-type: none"><li>● Hands-on exercise on sample calculation of reduction targets/emission trajectories</li></ul>	
11:00-11:20 AM	Presentation: What is climate finance and how to access it for LGUs?	<ul style="list-style-type: none"><li>● Provide an overview of potential financial modalities</li><li>● Provide an understanding of financing opportunities</li></ul>	International Finance Corporation (IFC) - World Bank (TBC)



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11:20-11:30 AM	Open discussion	<ul style="list-style-type: none"> <li>• Question and Answer</li> </ul>	<p>International Finance Corporation (IFC) - World Bank <i>(TBC)</i></p> <p>ICLEI SEAS</p>
11:30-11:40 AM	Presentation on the Philippines' Climate Financing Landscape and Modalities	<ul style="list-style-type: none"> <li>• Climate financing landscape and modalities in the Philippines</li> </ul>	<p><b>Kenneth Bernard Hizon, EnP,</b> <i>ICLEI SEAS</i></p>
11:40-11:50 AM	Workshop Evaluation (Menti)	<ul style="list-style-type: none"> <li>• A workshop evaluation will be disseminated to the participants to evaluate the overall effectiveness of the capacity building webinar series.</li> </ul>	<p><b>Jemi Santos,</b> <i>ICLEI SEAS</i></p>
11:50-11:55 AM	Next steps	<ul style="list-style-type: none"> <li>• Provide the indicative schedule of coaching sessions to the priority cities</li> <li>• Template discussion (overview)</li> </ul>	
11:55-12:00 NN	Closing remarks	<ul style="list-style-type: none"> <li>• Presentation of Certificate of Completion to participants</li> </ul>	<p><b>Mary Jane Alvarez,</b> <i>Regional Program Manager</i> <i>ICLEI SEAS</i></p> <p>DENR CCS</p>



## **8. Resources Needed and Logistical Arrangements**

### **a. Coordination with participants**

DENR CCS and DENR Regional Offices shall assist ICLEI SEAS in inviting LGU participants in the webinar series. An endorsement letter is requested to be issued by the participating cities to formally endorse their designated principal and alternative technical staff representatives.

### **b. Facilitation and Documentation**

The capacity-building program will be held through a webinar series through the Zoom Platform. The platform account to be used will be DENR CCS' Zoom account to ensure that the number of participants in the room is accommodated. This will be co-organized with DENR CCS and DENR Regional Offices for wider dissemination.

In addition, at least two (2) DENR RO representatives, both from DENR and EMB will also be asked to serve as facilitators for some of the planned breakout sessions. ICLEI SEAS will make sure that they will be informed of the facilitation mechanics and guidelines during the session.

Overall, the inception workshop and webinar series will be facilitated and documented by ICLEI SEAS. The recorded session will be available for documentation and reference in the future.

### **c. Resource Speakers**

The lead technical expert in ICLEI SEAS shall serve as the primary resource speaker in the webinar series. They will be responsible for developing and providing the training materials to facilitate the capacity-building session. Should be deemed relevant, ICLEI SEAS might also invite external resource speakers that may contribute to the knowledge sharing and provide information on the assigned subject matter.