**Community of Practice for Direct Access Entities (CPDAE) Action Plan (Proposed Activities)**

**CPDAE Purpose:** The purpose of the CPDAE is to provide an avenue for knowledge exchange, learning and experience sharing, collaboration and peer support within the community of National Implementing Entities (NIE’s) and Direct Access Entities (DAE’s) involved in the programming of climate change adaptation and mitigation finance, so as to increase the effectiveness of entities in accessing resources and implementing adaptation and mitigation projects and programs through direct access.

**CPDAE Objectives:** Please refer to CPDAE Charter.

<table>
<thead>
<tr>
<th>Activity #</th>
<th>What are you trying to achieve?</th>
<th>Why is it important to the CPDAE?</th>
<th>Who will carry out these actions?</th>
<th>Measures / Success indicators</th>
<th>By when will the actions take place, and for how long?</th>
<th>Resources needed such as time, people support, or financial investments required to get you there. Include estimate budget figures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td><strong>CONDUCT ASSESSMENT OF EXISTING EXCHANGE MECHANISMS TO ESTABLISH BEST PRACTICE (INCLUDING PLATFORMS- E.G. WHATSAPP GROUPS, MAILING LISTS, WRI PLATFORM, EXISTING GCF PLATFORM).</strong></td>
<td>It is about having a platform that will be composed of various groups which will allow DAEs/NIE’s to have a private space for communication and sharing of material, information’s amongst themselves, while also providing a space for public exchanges.</td>
<td>(i) Community members and users respond to surveys. (ii) Committee develops TOR’s (iii) External service provider hired by funders (e.g. GCF, AF, AFDB, WRI) directly</td>
<td>(i) Number of people accessing the platform (ii) Number of knowledge materials shared (iii) Number of accredited entities engaged in interactions through the platform</td>
<td>3-6 months (tentatively December 2019)</td>
<td>WRI, ACCF (AFDB, AF, GCF)</td>
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(i) Identify a technical partner to (ii) undertake/develop
<p>| 1.2 | ADAPTATION OF THE WRI/DCAP PLATFORM BASED ON SURVEY AND ASSESSMENT RESULTS, TO THE NECESSITIES OF THE CPDAE. This is the second part of the SURVEY and depends on the coordinations with GCF. Aissata – end next week comments / Emerson review with the team / needs of capacity building / knowledge management needs / the committee will inform to the group. Aissata will develop a survey. Needs and constraints of a knowledge platform. | a platform using existing free web resources. (iii) The community members should take greater ownership and day to day administration of the platform | 6-12 months | WRI, ACCF (AfDB), AF, GCF | Technical assistance to improve the platform TBD |
| 1.3 | PEER TO PEER ACTIVITY: PROMOTE DIALOGUES OF ACCREDITATION – RE-ACCREDITATION PROCESS, FUNDING PROPOSALS, LEGAL ARRANGEMENTS, IMPLEMENTATION OF PROJECTS. | The aim is to enable DAEs to work directly in partnership with each other, or with national institutions that are in the process of applying for accreditation, to share experiences, collaborate on capacity building initiatives and development of concept notes and funding proposals. | (i) Number of lessons learned and best practices shared (ii) Number of interactions between operating DAEs on one hand, between operating DAEs and “newcomers” on the other hand | During the workshops | On-line survey to identify interests Speed dating’s TBD (when &amp; if needed) |
| 2.1 | WORKSHOP – KNOWLEDGE EXCHANGE (BY FUNDS OR BETWEEN) | These meetings will allow both for a direct exchange of experiences among DAEs, NIE’s and the development of a | August (A&amp;B) – (for AF entities) | Annual meeting AF |</p>
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<thead>
<tr>
<th>1.4</th>
<th>COMMUNITY MEMBERS):</th>
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<tbody>
<tr>
<td></td>
<td>• BEST PRACTICES.</td>
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<td>• INNOVATION ACTIONS</td>
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<td>• GUIDELINES</td>
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<td>• PARADIGM SHIFT?</td>
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<td>• (NO WEBINARS)</td>
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<td>The survey will assess the needs on capacity building.</td>
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<td>The committee should aim to achieve:</td>
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<td>1. training events</td>
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<td>2. Global workshops.</td>
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<td>3. Gather key information’s, challenges through GCF/AF (NIE’s/ DAE’s) workshop, SB and annual meetings</td>
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<td>4. side event on the sidelines of the COP</td>
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<td>(i)Number of workshops organized</td>
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<td>(ii)Workshop reports</td>
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<td></td>
<td>(iii)Number of lessons learned or best practices documented and shared with Funds and negotiators</td>
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<td>but could GCF entities in the committee to be brought?)</td>
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<td>December (Chile) 2019</td>
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<td>March 2020</td>
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<td>COP 25</td>
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<td>Tickets / DSA/ accommodation</td>
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<tr>
<th>1.5</th>
<th>CPDAE ANNUAL MEETING</th>
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<td>An annual meeting to analyze the CPDAE plan, charter and to choose the countries that will be part of the Committee. Additionally, the meeting should develop recommendations for the funders from the CPDAE community.</td>
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<td></td>
<td>The Committee entrust the realization of this activity through the support of the AF, GCF and others.</td>
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<td></td>
<td>June 2020</td>
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<td></td>
<td>Action plan</td>
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<td>Tickets / accommodation</td>
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<th>1.6</th>
<th>DISSEMINATION OF THE CPDAE IN MEETINGS, WORKSHOPS,</th>
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<tbody>
<tr>
<td></td>
<td>- DEVELOP A COMMUNICATION AND COORDINATION STRATEGY.</td>
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<td></td>
<td>- WHAT IS THE CPDAE?</td>
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<td></td>
<td>- HOW TO BECOME A MEMBER</td>
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<td>To invite new NIEs to be part of the CPDAE</td>
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<td></td>
<td>Committee</td>
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<td>New members</td>
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<td>During the workshops</td>
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<td>Meetings already established by AF / GCF and</td>
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<td>TBD (when &amp; if needed)</td>
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<td>Technical assistance to develop the strategy.</td>
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<td>1.7/2.2</td>
<td>REGULAR COMMUNICATION AND NEWSLETTER OF GCF AND AF PROJECTS</td>
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<td>2.</td>
<td>DEVELOPMENT OF A CAPACITY BUILDING AND TRAINING THROUGH A PHASED APPROACH: PHASE 1: IDENTIFICATION OF CAPACITY NEEDS FOR DEVELOPING ADAPTATION AND MITIGATION PROJECTS THAT WOULD BE SUITABLE FOR FUNDING.</td>
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<td></td>
<td>PHASE 2: CAPACITY BUILDING FOR MONITORING AND EVALUATION</td>
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<td>SUPPORT FOR BILATERAL COOPERATION BETWEEN DAES, OR BETWEEN DAES AND FUTURE ACCREDITED ENTITIES.</td>
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<td>4.</td>
<td>DEVELOPING A MONITORING AND EVALUATION FRAMEWORK OF THE CPDAE</td>
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<td>5.</td>
<td>GENERAL SUPPORT • FUND SUBSCRIPTION TO AN APPROPRIATE PLATFORM FOR ONLINE COMMITTEE MEETINGS (EG. ZOOM) • ACCESS TO TRANSLATION SUPPORT FOR LOCALLY SPECIFIC NATIONAL DOCUMENTS, FOR EXAMPLE NATIONAL FRAUD POLICIES IN FOREIGN LANGUAGES (ON DEMAND). IN ADDITION, TRANSLATION FOR LEGAL INSTRUMENTS AND GUIDELINES.</td>
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