



Temperate East Asia Proposal Development Training Workshop (TEA-PDTW)

Vladivostok, Russia.

27-28 February 2013

INTRODUCTION

One of APN's 4 goals is *improving the scientific and technical capabilities of nations in the region*. It is vital that countries in the Asia-Pacific region have the capacity to conduct high quality research that provides underpinning scientific support for policy-makers and policy-making processes. The APN believes that research must involve local scientists and that they must be given the capacity to continue their research, and analyze and utilize their research outcomes.

Under the CAPaBLE programme (registered WSSD Type II partnership) early-career scientists are provided with opportunities to develop their knowledge and capabilities in global change research. Since 2008, the APN has been conducting Proposal Development Training Workshops in various parts of the region. Most recently, these were held in Shanghai, New York and Kobe back to back with other important meetings that brought together international participants.

OBJECTIVES

The objectives of this workshop are to:

- a. Raise awareness of the APN among young/early career scientists in the Temperate East Asia sub-region of the Asia-Pacific.
- b. Increase capacity of young/early career scientists to submit proposals to the APN and compete effectively in its competitive Annual Calls for Proposals (for research and capacity development) in key scientific areas for sustainable development in the Asia-Pacific region.
- c. Empower APN Members to
 - Provide their knowledge on the APN proposal submission process; and
 - Learn about the APN Proposals Process so that they might go back to their respective countries and impart their knowledge.

Day 1, Wednesday 27 February 2013 (Chairperson Prof. Alexander Sterin SPG member of Russia)

TIME	ITEM
09:00-09:10 (10 min)	Opening and Welcome <ul style="list-style-type: none">• Prof. Alexander Sterin APN Scientific Planning Group (SPG) Member for Russia will welcome the participants and provide a short message.• Dr. Akio Takemoto, Director of APN Secretariat will open the PDTW and provide his remarks.
09:10-09:20 (10 min)	Group Placements and Self-Introduction <p>Participants will be asked to form in their groups of peers and mentors. All participants will then be asked to introduce themselves.</p>
09:20-9:40 (20 min)	An Overview of the APN <p>Dr. Akio Takemoto APN Secretariat will provide information about the APN, past PDTWs and additional information.</p>
09:40-10:00 (20 min)	Objectives of the Workshop and the APN's Calls for Proposals Process <p>Dr. Linda Anne Stevenson will discuss the workshop objectives and provide information on the APN's Annual Calls for Proposals Processes and address the criteria for submission.</p>
10:00-10:30 (30 min)	The Role of SPG Members and nFPs in Reviewing APN Proposals <p>Prof. Wenjie Dong (SPG China) will talk about the roles of SPG Members and national Focal Points in the APN review procedure and subsequent steps for IGM approval of SPG recommendations.</p>
10:30-11:00	COFFEE BREAK
11:00-11:15 (15 min)	Writing a Proposal for the APN <p>Dr. Linda Anne Stevenson will share advice in developing and writing a competitive proposal for the APN.</p>
11:15-11:30 (15 min)	Guidelines and Advice for Proposal Writing I <p>Dr. Konstantin Lutaenko, APN Project Leader and nFP alternate member for Russia, will share his thoughts and advice for proposal writing.</p>
11:30-11:45 (15 min)	Guidelines and Advice for Proposal Writing II <p>Prof. Evgeny Gordov APN Project Leader from Russia, will share his thoughts and advice for proposal writing.</p>
11:45-12:30 (45 min)	Q&A Session and Overview of the Hands-on Training Session <p>Speakers will respond to questions raised by the trainees. Dr. Linda Stevenson of the APN Secretariat will provide an overview of the hands-on training session.</p>
12:30-13:30	LUNCH BREAK

TIME	ITEM
13:30-15:30 (120 min)	Task One: Completing Summary Proposal Writing Assignment Participants will gather in their 4 working groups and discuss the summary proposal they have been collaborating on in their pre-assignments. With mentorship from assigned APN Members, each group of trainees will spend two hours drafting/revising their 4-page summary proposal, based on the criteria provided by the APN and advice from assigned mentors.
15:30-16:00	COFFEE BREAK
16:00-17:00 (60 min)	Continue Task One: Completing Summary Proposal Writing Assignment Participants will gather in their 4 working groups and discuss the summary proposal they have been collaborating on in their pre-assignments. With mentorship from assigned APN Members, each group of trainees will spend two hours drafting/revising their 4-page summary proposal, based on the criteria provided by the APN and advice from assigned mentors.
17:00-18:00 (60 min)	Task Two: Group Oral Presentations A member from each working group will provide a 10-minute PowerPoint presentation highlight the main aspects of his/her group's proposal. 5-minute Q & A will follow each presentation. Based on the feedback from the proponents, the summary proposals may be revised in the evening but should be submitted by 10:30 a.m. to allow for photocopying and peer-review.
18:30-20:00	Dinner hosted by APN and FEB RAS
-----END OF DAY ONE-----	

Day 2, Thursday 28 February 2013 (Chairperson Prof. Alexander Sterin SPG member of Russia)

TIME	ITEM
09:00-10:30 (up to 90 min)	Task Three: Revising Summary Proposal according to feed back on previous day Participants will gather in their 4 working groups and discuss feedback and revise the summary proposal that they have been working on previous day. With mentorship from assigned APN Members, each group of trainees will spend one and half-hours to revise their 4-page summary proposal.
10:30-11:00	COFFEE BREAK
11:00-11:30 (30 min)	Overview of the Review Process Dr. Linda Anne Stevenson will provide a brief overview of the criteria to be used for the review of the summary proposals.
11:30-12:30 (60 min)	Task Four: Review Process Each group will be asked to perform a review on the summary proposals of their respective peer groups (i.e. 3 proposals) with approximately 20-minutes per proposal. They will prepare a PowerPoint presentation with the results also indicating the best proposal and why (this will be presented after the lunch break) <ul style="list-style-type: none"> • Review Group 1: Reviews Proposals from Groups 2, 3 and 4 • Review Group 2: Reviews Proposals from Groups 1, 3 and 4 • Review Group 3: Reviews Proposals from Groups 1, 2 and 4 • Review Group 4: Reviews Proposals from Groups 1, 2 and 3

12:30-13:30

LUNCH BREAK

13:30-15:00

(90 min)

Continue Task Four: Review Process

15:00-15:20

COFFEE BREAK

15:20-16:40

(80 min)

Task Five: Four Group Oral Presentations with discussion session (15min/group)

Each group will present on:

- General strengths and weaknesses of the summary proposals
- General suggestions for improving the summary proposals
- Selection of best proposal and why

The resource persons and trainees will discuss the writing and review process addressing issues of concerns and steps for improvement.

16:40-17:10

(30 min)

Questionnaire: Review of the Training Workshop and Suggestions for Improvement

The APN Secretariat will ask the participants to complete a questionnaire on how they viewed the 2-day workshop, providing comments and suggestions for improvement.

17:10-17:30

(20 min)

Concluding Remarks and Group Photograph

Following a group photograph, Prof. Alexander Sterin and Dr. Konstantin Lutaenko will conclude the workshop.

-----**END OF DAY TWO**-----