



# CAPACITY BUILDING REPORT

From the Department of Climate Change, MEIDECC,  
Communication Officers' Trainings



**DEPARTMENT OF  
CLIMATE CHANGE**  
*Ministry of MEIDECC*



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### *Disclaimer:*

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# 1. INTRODUCTION

## 1.1 Training objectives

The main objective of the training was to build the capacity of the communication officers at the MEIDECC Department of Climate Change on how to improve the communication and management of climate information. Though a minor focus of the training, the technical aspects of the network infrastructure, database systems, website, awareness material and technical equipment were also discussed with the participants and explored further during the one-to-one sessions.

We had decided upon discussion with the Director of the Department of Climate Change to forego training with the public and private media organisation and instead focus on strengthening and enhancing the knowledge and skills of the current communication officers.

The objective was achieved through lectures and discussions, and practical demonstrations. The participants were also given copies of the training material for reference and follow up action.

## 1.2 Training participation

The main participants were the staff from the Communication and Information Division and the communication officers from the other DCC Divisions. A list of participants is given in Annex 1.

## 1.3 Training program

The training was conducted over 9 separate days between November 2022 and January 2023 as time allowed for the participants to meet, which also included the one-to-one trainings. The program for the training is outlined below. The major issues addressed included:

### Session 1: Corporate Communication

This was done on 2 days with 2-hour sessions each where focus was on the concept of communication and its various applications across corporate environments and how the same principles apply to the DCC communication responsibilities.

### Session 2: Communicating Climate Change in Tonga

This session included an introduction to the findings from the Capacity Needs Assessment and Information Gap Analysis and the recommendations for the way forward to deliver effective climate change information to the target audiences. This was done on a 2-hour session on one day.

### Session 3: Communication Plan 2018 – An Analysis

This session was focused on reviewing the Communication Plan 2018 part by part in the context of the learnings acquired from the Capacity Needs Assessment and Information Gap Analysis reports formed earlier in the process of this engagement. This was covered in 2 day 2-hour sessions



#### Session 4: Press Release Format

This session was committed specifically to the format of a Press Release and its application to communication activities with the media. This was covered in 1.5-hour sessions over 2 days

#### Session 5: Communication Campaign & Way Forward

This final session was concerned with the practical application of a communication campaign using the annual National Climate Change Awareness Week as reference. This was done in 2 hours on one day.



## **2. TRAINING PRESENTATIONS**

There were a total of nine presentations delivered to the communication officers with copies of the training material shared with the participants afterward.

The presentations allowed for in depth discussion and practical demonstration between the facilitator and the participants.

The complete copies of all the presentations delivered form Annex 2, which are provided in PDF soft copy format separate to this report.



# 3. CONCLUSION

## 3.1 Recommendations

The major recommendations arising from the trainings include the following:

### *Lack of expertise*

The following gaps were identified as being responsible for lack of capability:

- Inadequate training on the impacts of climate change communication on the public's engagement and understanding of climate issues;
- Insufficient financial resources for the purchase of the relevant equipment and facilitation of relevant training.

Strategy for solving this problem:

- Engage relevant Communication expertise to reinforce capacity building activities and support the team's drive of communication events;
- Mobilise financial resources for the relevant communication equipment and training.

### *Lack of monitoring and evaluation system*

The following gaps were identified as being responsible for lack of monitoring and evaluation system:

- Lack of surveillance on the impact of climate communication activities on the target audiences;
- Absence of a monitoring and evaluation system for the communication activities carried out.

Strategy for solving this problem:

- Introduce a monitoring and evaluation system as part of the process for Communication Plan and action plans;

## 3.2 Follow-up actions

The follow-up actions listed below will support the consolidation and effectiveness of the communication officers' application of the required communication knowledge and skills in their responsibilities:

- Conduct regular training to review progress of previous consultations and interactions;
- Improve the interaction between communication officers with their internal and external stakeholders;
- Implement annual management and action plans in alignment with the Division's Communication Plan.



# ANNEX 1

## List of participants

1. Haunani Ngata
2. Susana Liava'a
3. Siutaisa Fakahua
4. Norma Taukapo
5. Luke Veikoso
6. 'Alilia Fine
7. Samisoni Tupou
8. Ma'ata Foliaki





# ANNEX 2 - Presentations

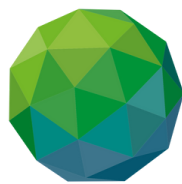
## List of Presentations

1. Corporate Communication
2. Communicating Climate Change to Tonga
3. Capacity Building Part 1
4. Capacity Building Part 2
5. Capacity Building Part 3
6. Capacity Building Part 4 1-1 Training
7. Communicating Climate Change to Tonga Recap
8. Communication Tool - Press Release
9. Communication Strategy - Campaign Plan





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