**Concept note** to seek technical support from the **Climate Helpdesk**

**– TEMPLATE –**

1. **Country**

Klicken oder tippen Sie hier, um Text einzugeben.

1. **Title**

*Please insert a title that summarises the specific topic of the support request.*

Klicken oder tippen Sie hier, um Text einzugeben.

1. **Contact data**

|  |  |  |
| --- | --- | --- |
| **Salutation** [ ]  **Mr. /** [ ]  **Mrs.** | **First Name**Klicken oder tippen Sie hier, um Text einzugeben. | **Family Name**Klicken oder tippen Sie hier, um Text einzugeben. |
| **Email address**Klicken oder tippen Sie hier, um Text einzugeben. | **Phone number**Klicken oder tippen Sie hier, um Text einzugeben. |  |
| **Name and address of the institution requesting and implementing the project**Klicken oder tippen Sie hier, um Text einzugeben. |
| **Title/position and responsibility within the institution**Klicken oder tippen Sie hier, um Text einzugeben. |

1. **Support requested**

*Please indicate the area of support you would like to request*

[ ] LEDS [ ] NDC Support [ ]  Transparency (the request should be endorsed by an UNFCCC Focal Point)

*Please describe what type of support activity you request and what its objective is, e.g. for type of activity: in-country workshop, hands-on training, preparation of guidance document, peer review of documents (e.g. GHG inventory), webinar, backstopping etc.; e.g. for its objective: increase awareness on MRV, build technical capacities.*

Klicken oder tippen Sie hier, um Text einzugeben.

1. **Current context**

*Please describe the current context in which the support activity will be conducted, e.g. reporting status (NC, BUR), other on-going projects (LEDS, LTS), support/funding received or expected on similar topics by other implementing agencies (e.g. GEF, CBIT, ICAT, UNDP, GSP etc.), key institutions (to be) involved etc.*

Klicken oder tippen Sie hier, um Text einzugeben.

1. **Expected outcome**

*Please describe what the desired outcome of the support activity would be, e.g. how it will improve the reporting process in the country, the number of national experts trained on the topic/use of xy, a strategy for the set-up of institutional arrangements etc.*

Klicken oder tippen Sie hier, um Text einzugeben.

1. **Envisaged date or time frame of the support activity**

*Please insert a desired timeframe for the support activity, e.g. a workshop to be held between month xy and month xy.*

Klicken oder tippen Sie hier, um Text einzugeben.

1. **How did you hear about the Climate Helpdesk?**

Klicken oder tippen Sie hier, um Text einzugeben.

**Privacy policy**

Any personal details collected as part of this support request will be used for the requested consulting purpose only. Your personal details will thus not be passed on to third parties but to the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety as well as to our implementing partner who will provide assistance to you, if and when your support request has been accepted. No use will be made of your details for advertising or for market research. If you wish to delete your personal details, please contact us at info@transparency-partnership.net and all your personal details will be deleted from our database.