



**PAKSTRAN**  
PAKISTAN SUSTAINABLE TRANSPORT PROJECT

## **EVENT REPORT**

**Training course on;**

**'Planning of a Sustainable Urban Transport Systems in Pakistan:  
Opportunities for Carbon Financing'**

## **Pakistan Sustainable Transport Project (PAKSTRAN)**

To address the transport and related problems in the country, the Pakistan Sustainable Transport Project (PAKSTRAN) is being implemented by Government of Pakistan.

### **Objective**

The objective of the Programme is 'to reduce the growth of energy consumption and related greenhouse gases emissions from Pakistan's transport sector while simultaneously improving urban environmental conditions and improving Pakistan's competitiveness'.

### **Expected outcomes/ outputs**

Outcome 1: Operational urban transport system in Punjab Province

Outcome 2: Operational urban transport system in Sindh Province

Outcome 3: Improved energy efficiency in truck freight transport

Outcome 4: Increased public awareness and institutional capacity on sustainable transport concepts.

The output of PAKSTRAN is 'Environment mainstreamed across the development sector plans and programmes'.

### **PAKSTRAN will guide this through:**

- Demonstrating international best practices planning and implementation of integrated urban transport systems,
- Strengthening the institutional and policy framework for urban transportation,
- Demonstrating international best practices for modernizing the trucking fleet; creating an investment environment with widespread stakeholder acceptance,
- Raising public awareness and knowledge of issues in sustainable urban transport and fuel-efficient transport in Pakistan.

### **Introduction:**

Carbon financing is a global mechanism that explores opportunities to reduce greenhouse gas emissions, which carry a price, if traded in international market. Hence, projects which reduce such emission can bring additional stream of revenue, besides other environmental, social and sustainable development benefits. It is believed that projects in sustainable urban transportation (including mass transit system) are eligible to generate significant amounts of carbon credits, if designed and executed accordingly.

As a number of mass transit systems projects are being planned, some of which are complimented and augmented under Pakistan Sustainable Transport (PAKSTRAN) Project, it is thus a high time to consider opportunities for Carbon Financing in such Projects. IUCN, under the Component 4 of PAKSTRAN has made efforts to build the capacities with regards to carbon financing in this sector and organized a training course on; 'Planning of a Sustainable Urban Transport Systems in Pakistan: Opportunities for Carbon Financing'.

### **Opening remarks – Mr. Mahmood Akhtar Cheema**

Mr. Mahmood Akhtar Cheema, Country Representative, IUCN Pakistan said that “Projects in sustainable urban transportation (including mass transit system) are eligible to generate significant amounts of carbon credits, if designed and executed accordingly. As a number of projects on mass transit systems are being planned in future, some of these could be augmented”.

He thanked all the participants of participating in the training course and hoped that the participants will provide their valuable input during the discussions.

### **Introduction and Objectives of PAKSTRAN Objectives of Training- Dr. Mohammad Saleem Janjua**

Dr. Saleem stressed on the need for conducting studies related to carbon emissions for selected BRT corridors in Punjab and Sindh related to CDM opportunities. He further added that by developing monitoring and evaluation plan for calculating carbon emissions in pre and post scenarios of BRT in selected corridors in Punjab and Sindh carbon credits can be claimed.

### **Technical Session 1: carbon Financing, Concepts and Processes**

#### **Background: Global Warming and Climate Change – Threats and Opportunities – Mr. Sajjad Haider Yaldram**

Mr. Sajjad Haider in his presentation discussed the phenomenon of Global warming. He explained how emissions of green house gases into the atmosphere forms a kind of blanket around the earth, traps heat producing radiations and raises earth’s temperature causing glacial melt, sea level rise, changes in weather, flooding, droughts, hurricanes and insecurities of food, water and energy.

He informed that Pakistan ranks number one amongst the ten most vulnerable countries due to climate change and 9 out of the 10 most devastating catastrophes were climate change induced in the last decade.

He explained that any project resulting in GHG mitigation or carbon sequestration can be CDM project and briefed on different types CDM projects and CDM project cycle.

#### **Carbon Financing Concept: Overview of Carbon Financing and the Project Cycle – Mr. Syed Amjad Hussain**

In his presentation Mr. Amjad explained in detail the concept of carbon financing, discussed eligibility criteria for carbon financing and the whole Clean Development Mechanism project cycle.

#### **Criteria for Host Country Approval of CDM Projects in Pakistan – Ms. Saima Nazir Khan**

In her presentation she explained the institutional setup of Designated National Authority for CDM, criteria for Host Country Approval CDM Projects in the country, Tax and credit sharing policies, CDM Project Cycle and Project Approval Process.

## **Carbon Credit Opportunities in Transport Sector and Role of Designated National Authority for promotion of CDM Project Activities in Pakistan – Syed Amjad Hussain**

Mr. Amjad in his presentation highlighted the carbon credit opportunities and potential in Transport sector. He discussed the role of Designated National Authority for promotion of CDM Project Activities in Pakistan.

### **Technical Session 2: Global Examples and Opportunities for Pakistan**

#### **Validation and Certification Process for CDM Projects – Ms. Tasneem Ilyas**

Ms. Ilyas gave a brief overview of the CDM validation objectives, scope, project cycle, validation contents, and documents for registration. She explained that Validation is a requirement for all CDM projects and is seen as necessary to provide assurance to stakeholders of the quality of the project and its intended generation of certified emission reductions (CERs) and added that the purpose of the validation is to have an independent third party assess the project design against the relevant UNFCCC and host country criteria.

#### **Global examples of projects in Transport Sector: Success stories of carbon finance projects in Pakistan – Ms. Rubab**

Ms. Rubab in her presentation informed that there are currently 91 projects within CDM pipeline. 67 have been granted host country approval, 37 are registered projects and 7 have started earning CERs and CERs issued to date worth 4.1 billion.

#### **Discussion session 1:**

The presentations were followed by the discussion on:

Eligibility of Lahore Metro Bus, Islamabad/ Rawalpindi

Metro Bus and Karachi Circular Railway for carbon financing

- Suggested way forward/ additionally
- Roles/ responsibilities

### **Technical session 3: Carbon Financing: Projects and Methodologies**

#### **Carbon financing potential in transport sector- Review of Registered CDM Projects in Transport Sector- Syed Amjad Hussain**

In his presentation he talked on the concept of carbon credit in light of transport sector and CDM potential opportunities and options in transport sector like Mass Rapid Transit and Bus Rapid Transit

Projects, High Speed Passenger rail Systems, Modal Shift Transportation of Cargo from road transportation to water or rail transportation, Electric and hybrid vehicles, Introduction of low-emission vehicles/technologies to commercial vehicle fleets, Plant Oil Production and use for transport applications, Cable Cars for Mass Rapid Transit System (MRTS), Transportation Energy Efficiency Activities using Retrofit Technologies, Biodiesel production and use for transport applications, Transport energy efficiency activities using post - fit Idling Stop device and Introduction of LNG Buses to existing and new bus routes.

### **Review of Approved CDM Methodologies for Transport Sector – Syed Amjad Hussain**

All thirteen (13) approved CDM methodologies for transport sector were discussed, including three (3) large scale methodologies, one (1) consolidated methodology and nine (9) small scale methodologies.

#### **Presentations were followed by the group exercises:**

##### **Group Exercise 1:**

Review of CDM Methodologies in Transport Sector- Applicability Criteria to Transport Sector Projects in Pakistan

##### **Group Exercise 2:**

Review of Prior Consideration Form for CDM and preparation of PCF for Transport Sector Projects in Pakistan

##### **Discussion session 2:**

After the Group exercise discussion session was held on:

- Selection of methodologies for Pakistan
- Review of Registered CDM Projects in Transport Sector
- Initiate public sector transport projects under CDM/ Carbon financing

### **Technical session 4: CDM Assessments. Way forward for carbon financing of BRT Projects**

#### **CDM Potential and Assessment in Public Sector Transport Projects sector of Pakistan – Syed Amjad Hussain**

In this presentation steps for CDM Assessment of Public sector Transport Projects were discussed. Following steps were explained:

- Is project reduce any one GHG from 7 GHGs Eligible for CDM Project development
- Is any approved CDM Methodology is available for GHG Reduction
- Review Registered CDM Project of Transport sector
- Based on above complete CDM Potential Assessment Form to complete assessment process for Public sector projects

- Prepared Prior Consideration of CDM Form and submit to CCD and CDM Executive Board, Germany to make your project eligible for carbon credits

### **CDM Assessment in Metro Bus Project – Syed Amjad Hussain**

Registered CDM BRT Projects were discussed like BRT Bogota, Colombia, BRT Chongqing lines, BRT Zhengzhou, BRT Metro bus, BRT Transmetro Colombia, BRT Macrobus Mexico, BRT in Guatemala City and BRT Metrobus and how BRT public sector projects for carbon credits were assessed.

The presentation was followed by the group exercise.

### **Group Exercises 3:**

CDM Assessment for Transport Sector Public Projects of Pakistan

### **Discussion session 3:**

After group exercise discussion session was held on:

Way forward for carbon financing of project intervention under PAKSTRAN

### **Closing session:**

Vote of thanks (From press release)

Closing remarks (From press release)

### **Distribution of Training Certificates:**

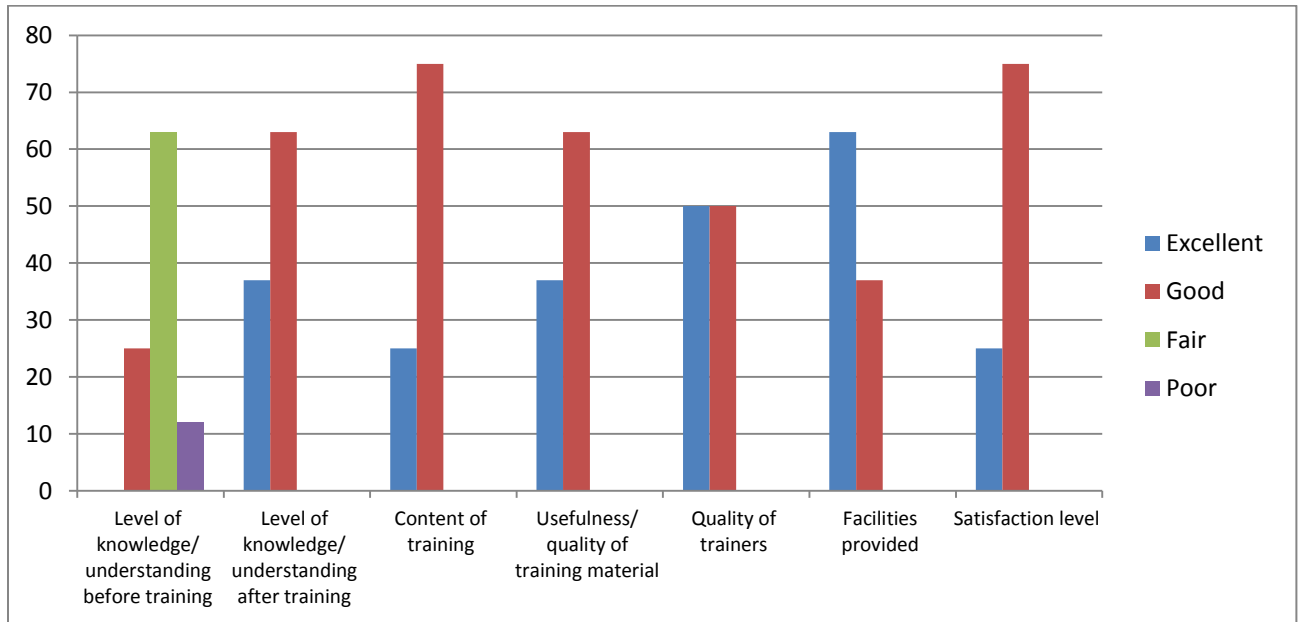
At completion of training certificates were distributed among the participants.

### **Evaluation of Training**

Training evaluation forms were prepared with the purpose to gauge the effectiveness and efficiency of the training and to identify gaps and areas of improvement through feedback from the participants to strengthen future training programmes. Questions related to the content of training material, knowledge and expertise of the trainers and quality of the facilities provided were part of the evaluation process.

The forms were distributed among the participants at the end of the training; the results of their feedback are presented below in the form of graphs. (Evaluation form is attached as Annex 4).

### Graphical representation of feedback of training



## Annex 1



# PAKSTRAN

PAKISTAN SUSTAINABLE TRANSPORT PROJECT

## Training Course on; 'Planning of a Sustainable Urban Transport Systems in Pakistan: Opportunities for Carbon Financing'

September 30<sup>th</sup> to October 02, 2014 at Karachi

### DRAFT TRAINING MODULE

DAY 1. 30 <sup>th</sup> September, 2014		
Time	Activity	Remarks
0830-0900	Registration	
0900-0905	Recitation from Holy Quran	
0905-0910	Quick Introduction of trainees	
<b>Opening Session</b>		
0910-0930	Welcome remarks	Mr. Mahmood Akhtar Cheema Country Representative, IUCN Pakistan
0930-0945	Introduction and Objectives of PAKSTRAN/ Objectives of Training	Dr. Mohammad Saleem Janjua National Project Manager, PAKSTRAN Ministry of Water and Power, Government of Pakistan
0945-1000	Remarks	Mr. Tauha Ahmad Farooqui Secretary, Transport Department Government of Sindh
1000-1015	Opening remarks	Mr. Sajjad Ahmed Director General (Environment) Climate Change Division, Government of Pakistan
1015-1030	Inaugural Address	Secretary, Climate Change Division
1030	Presentation of Mementoes to guest of honor Group Photograph	
1030-1100	Tea break	
<b>Technical Session 1. Carbon Financing, Concepts and Processes</b>		



1100-1140	<b>BACKGROUND:</b> Global Warming and Climate Change- Threats and Opportunities	Mr. Sajjad Haider Yaldram Deputy Secretary Climate Change Division, Go. Pakistan
1140-1210	<b>CARBON FINANCING CONCEPT:</b> Overview of Carbon Financing and the Project Cycle	Syed Amjad Hussain Head, CDM Cell Climate Change Division Govt of Pakistan
1210-1220	<i>Questions/Answers</i>	
1220-1300	Criteria for Host Country Approval of CDM Projects in Pakistan	Ms. Saima Nazir Khan CDM Officer, Climate Change Division, Govt of Pakistan
1300-1330	Carbon Credit Opportunities in Transport Sector and Role of Designated National Authority (DNA) for promotion of CDM Project Activities in Pakistan	Syed Amjad Hussain
1330-1340	<i>Questions/Answers</i>	
1440-1430	Lunch/Prayer break	
<b>Technical Session 2. Global Examples and Opportunities for Pakistan</b>		
1430-1520	Validation and Certification Process for CDM Projects	Mr. Malik Mustafa Imam Det Norske Veritas
1520-1600	Global examples of projects in Transport Sector: Success stories of carbon finance projects in Pakistan	Mr. Omar Malik Carbon Services, Pakistan
1600-1610	<i>Questions/Answers</i>	
1610-1630	Tea break	
1630-1730	<b>DISCUSSION SESSION 1:</b> Eligibility of Lahore Metro Bus, Islamabad/Rawalpindi Metro Bus and Karachi Circular Railway for carbon financing - Suggested way forward - Roles/responsibilities	Experts: 1. Mr. Sajjad Haider Yaldram 2. Syed Amjad Hussain 3. Ms. Saima Nazir Khan 4. Mr. Saadullah Ayaz 5. Mr. Malik Mustafa Imam 6. Mr. Omar Malik

**DAY 2. 1<sup>st</sup> October, 2014**

<b>Time</b>	<b>Activity</b>	<b>Remarks</b>
0900-0930	Registration	
0900-0945	Recap of key learnings from Day 1	
<b>Technical Session 3. Carbon Financing: Projects and Methodologies</b>		
0945-1040	Carbon finance potential in transport sector	Syed Amjad Hussain Head, CDM Cell Climate Change Division, Govt of Pakistan
1040-1100	Review of Registered CDM Projects in Transport Sector	Mr. Irfan Ullah Carbon Finance Expert
1100-1110	Question/Answer	
1110-1130	Tea break	
1130-1220	Review of Approved CDM Methodologies for Transport Sector	Syed Amjad Hussain
1220-1230	Question/Answer	
1230-1330	<b>Group Exercises 1:</b> Review of Approved CDM Methodologies in Transport Sector – Applicability Criteria to Transport Sector Projects in Pakistan	Training Experts: 1. Syed Amjad Hussain 2. Ms. Saima Nazir Khan 3. Mr. Khan Tassaduq Hassan 4. Mr. Omar Malik
1330-1430	Lunch and prayer break	
1430-1530	<b>Group Exercises 2:</b> Review of Prior Consideration Form (PCF) for CDM and preparation of PCF for Transport Sector Projects in Pakistan	Training Experts: 1. Syed Amjad Hussain 2. Ms. Saima Nazir Khan 3. Ms. Nazish Iqbal
1530-1630	<b>DISCUSSION SESSION 2:</b> - Selection of methodology for Pakistan: - Review of Registered CDM Projects in Transport Sector - Initiate public sector transport projects under CDM/Carbon Financing	Discussion Moderators: 1. Sajjad Haider Yaldram 2. Syed Amjad Hussain 3. Ms. Saima Nazir Khan
1630-1900	Free time for shopping	
1900	Dinner at The Village- Sea View, Karachi	

**DAY 3. 2<sup>nd</sup> October, 2014**

Time	Activity	Remarks
0900-0930	Registration	
0930-0940	Review of Day 2	
<b>Technical Session 4. CDM Assessments. Way forward for carbon financing of BRT Projects</b>		
0940-1000	CDM Potential and Assessment in Public Sector Transport Projects sector of Pakistan	Syed Amjad Hussain
1000-1010	Question/Answer	
1010-1030	Tea break	
1030-1100	CDM Assessment in Metro Bus Project	Syed Amjad Hussain
1100-1210	<b>Group Exercises 3:</b> CDM Assessment for Transport Sector Public Projects of Pakistan	1. Syed Amjad Hussain 2. Ms. Saima Nazir Khan 3. Mr. Khan Tassaduq Hassan 4. Ms. Nazish Iqbal
1210-1300	<b>DISCUSSION SESSION 3:</b> Way forward for carbon financing of project intervention under PAKSTRAN	1. Sajjad Haider Yaldram, DS (CC) 2. Syed Amjad Hussain 3. Ms. Saima Nazir Khan
1300-1315	Training Evaluation	IUCN/Project Management Unit
<b>Closing Session</b>		
1315-1325	Remarks	Mr. Fazal Karim Khatri Component Director, PAKSTRAN Sindh Transport Department
1325-1335	Remarks	Mr. Amanullah Khan Assistant Country Director/ Chief Environment and Climate Change Unit United Nations Development Programme
1335-1345	Vote of thanks	Mr. Mahmood Akhtar Cheema Country Representative, IUCN Pakistan
1345-1400	Closing remarks	Mr. Sohail Akbar Shah Additional Secretary (Power) Ministry of Water and Power, Go. Pakistan/ National Project Director/PAKSTRAN
1400-1430	Distribution of Training Certificates	
1430	Lunch	

Annex 2



# PAKSTRAN

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**Training Course on;**  
**'Planning of a Sustainable Urban Transport Systems in Pakistan:  
 Opportunities for Carbon Financing'**

**Jointly being organized with Clean Development Mechanism (CDM) Cell,  
 Climate Change Division, Government of Pakistan  
 September 30<sup>th</sup> to October 02, 2014 at Pearl Continental Hotel, Karachi**

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## Annex 3

### Press Release

# MOOT DISCUSSES OPPORTUNITIES FOR REDUCING EMISSIONS IN URBAN TRANSPORT SECTOR

KARACHI, October 2, 2014

Opportunities towards reducing carbon emissions were explored at a three-day training organized by the Climate Change Division, Government of Pakistan, and IUCN, the International Union for Conservation of Nature, in Karachi today.

The session focused on identifying opportunities with regard to carbon financing in the transport sector. Carbon financing is a global mechanism and explores opportunities to reduce greenhouse gas emissions, which carry a price, if traded in international market. Hence, projects that reduce such emissions can bring additional stream of revenue, besides other environmental, social and sustainable development benefits.

Participants in the trainings included representatives from Lahore Transport Company, Sindh Transport Department, Economic Affairs Division, Punjab Metro Bus Authority and Ministry of Water & Water.

The PAKSTRAN Project is being implemented by the Government of Pakistan, through the Government of Sindh (Transport Department), Government of Punjab (Urban Unit, Planning and Development Department) and IUCN.

“Projects in sustainable urban transportation (including mass transit system) are eligible to generate significant amounts of carbon credits, if designed and executed accordingly. As a number of projects on mass transit systems are being planned in future, some of these could be augmented,” said Mahmood Akhtar Cheema, Country Representative, IUCN Pakistan.

Mr. Sajjad Haider Yaldrum, Deputy Secretary, Climate Change Division, Government of Pakistan, gave an overview on global warming and climate change threats and opportunities while an overview of carbon financing and project cycle was given by Mr. Syed Amjad Hussain, Head, CDM Cell, Climate Change Division, Government of Pakistan.

Dr. Saleem Janjua, National Project Manager, PAKSTRAN, Ministry of Water & Power, Government of Pakistan, stressed that “carbon finance was a field with a potential for growth and learning and awareness of the same would result in producing home-grown experts in the future.”

Mr. Fazal Karim Khatri, Component Director, PAKSTRAN, Sindh Transport Department, supported the efforts being made to create awareness regarding the trainings’ content and said that similar events should be put in the pipeline to develop learning of relevant professionals.

PAKSTRAN is supported by Global Environment Facility (GEF) and United Nations Development Programme (UNDP) and is being implemented by Ministry of Communications, Government of Pakistan, through the Government of Sindh (Transport Department), Government of Punjab (Urban Unit, Planning and Development Department), and IUCN, International Union for Conservation of Nature, with the objective ‘to reduce the growth of energy consumption and related greenhouse gas emissions from Pakistan’s transport sector, while simultaneously improving urban environmental conditions and improving Pakistan’s competitiveness’.



**PAKSTRAN**  
PAKISTAN SUSTAINABLE TRANSPORT PROJECT



Training Course on  
**Planning of Sustainable Urban Transport Systems in Pakistan:  
Opportunities for Carbon Financing**

30<sup>th</sup> September - 2<sup>nd</sup> October 2014, Karachi





**PAKSTRAN**  
PAKISTAN SUSTAINABLE TRANSPORT PROJECT

**Training Course on;**  
**'Planning of a Sustainable Urban Transport Systems in Pakistan:  
Opportunities for Carbon Financing'**

**Jointly being organized with Clean Development Mechanism (CDM) Cell,  
Climate Change Division, Government of Pakistan**

**September 30<sup>th</sup> to October 02, 2014 at Pearl Continental Hotel, Karachi**

**TRAINING EVALUTION FORM**

**NOTE:**

Please tick (v) the 'Pre -Training Evaluation Part' (marked in Pink) at the beginning of the Training and the 'Post-Training Evaluation Part' (marked in Green) at the end of the Training Session

Please indicate your impressions of the items listed below (please tick the answer of choice):

**PART 1**

Evaluation Questions	Expert Level	Good Understanding	Some Understanding	V. Little Understanding	No Understanding
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Question 1: Your general understanding about concept of Carbon Finance

Pre-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 2: Your general understanding about integration in Carbon Finance in Mass Transit Projects

Pre-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 3: Your understanding about Carbon Finance Project Cycle

Pre-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 4. Your understanding about role of institutions in CDM project cycles/ timelines

Pre-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 5. Your understanding about eligibility criteria for CDM Projects in Pakistan

Pre-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 6. Your understanding about selection of PIN/PDD development, selection of methodology, Validation, Verification and Certification

Pre-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 7. Your understanding about Conversion of Mass-transit Projects (metro bus/circular railways) into a CDM Project

Pre-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Continued...

**PART 2**

Evaluation Questions	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training objectives for each topic were identified and followed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The content was organized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The distributed materials were useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The trainers were knowledgeable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The quality of instruction was good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Training material was of good quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The training met my expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Audio/visual aids were appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Venue arrangements were good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. How do you rate the trainings overall?					
	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor	<input type="radio"/> Very poor

11. What aspect of the trainings could have been improved?

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12. Any other comments?

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**NOTE:** - This Questionnaire is anonymous. You do not need to sign  
- Please keep it in your folders and hand this over to organizers, once completed

**Annex 5**

**Photos**