

THE NATIONAL ADAPTATION PLAN PROCESS

A brief overview



United Nations
Framework Convention on
Climate Change



LEAST DEVELOPED COUNTRIES

THE NATIONAL ADAPTATION PLAN PROCESS

A BRIEF OVERVIEW

LDC EXPERT GROUP DECEMBER 2012



INTRODUCTION

Adapting to climate change is becoming a routine and necessary component of planning at all levels. The United Nations Framework Convention on Climate Change (UNFCCC) established the national adaptation plan (NAP) process as a way to facilitate adaptation planning in least developed countries (LDCs) and other developing countries.

OBJECTIVES OF THE NAP PROCESS

The Conference of the Parties (COP) to the UNFCCC acknowledged that national adaptation planning can enable countries to assess their vulnerabilities, mainstream climate change risks, and address adaptation. The COP also acknowledged that, because of their lower level of development, climate change risks magnify development challenges for LDCs. It recognized the need to address adaptation planning in the broader context of sustainable development planning.¹

The agreed objectives of the national adaptation plan process are:

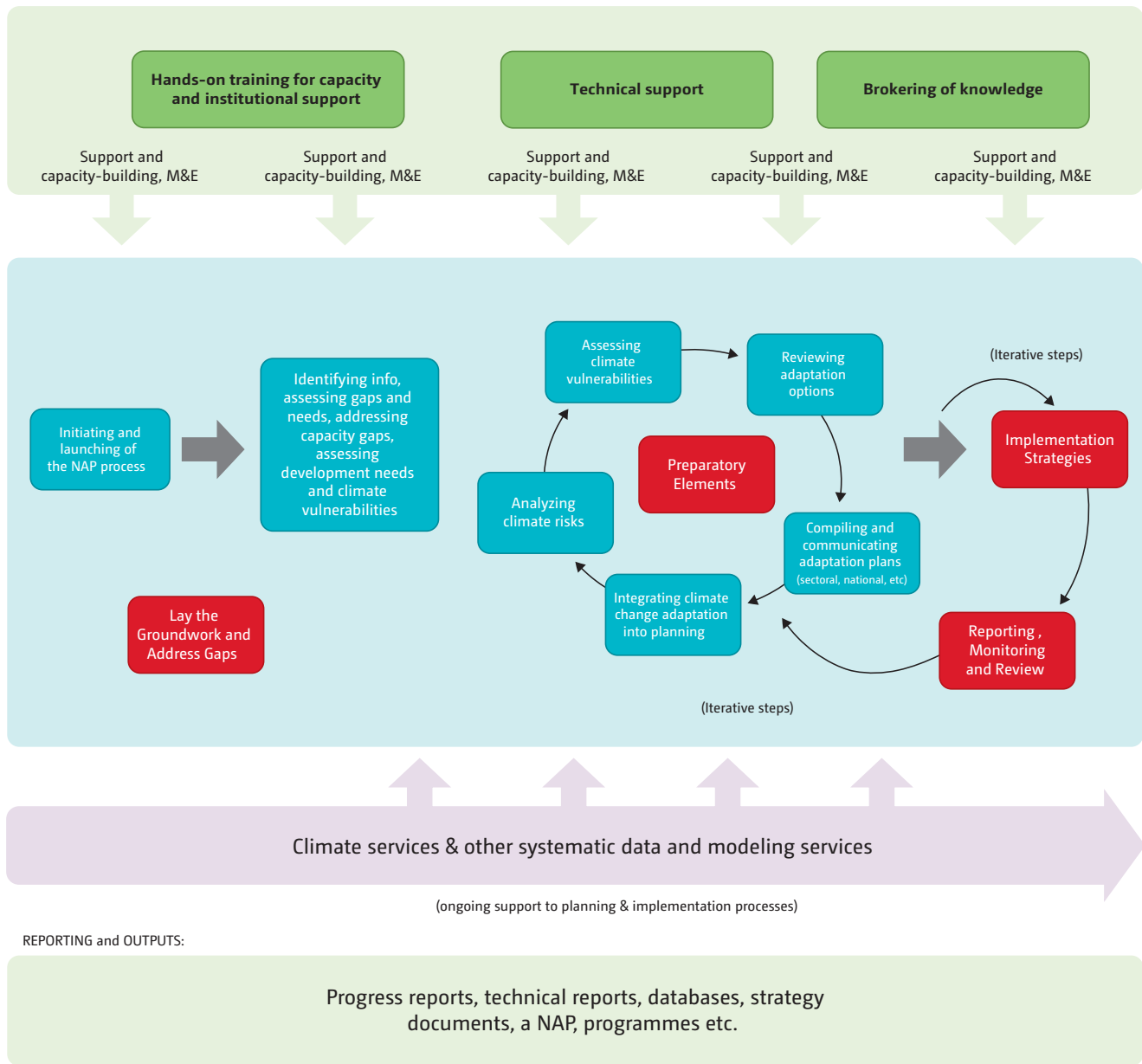
- (a) To reduce vulnerability to the impacts of climate change, by building adaptive capacity and resilience;
- (b) To facilitate the integration of climate change adaptation, in a coherent manner, into relevant new and existing policies, programmes and activities, in particular development planning processes and strategies, within all relevant sectors and at different levels, as appropriate.²

This booklet summarizes key principles and features of the NAP process and reflects some insights from the LDC Expert Group (LEG) on possible ways to undertake the process in LDCs and other developing countries. [The detailed technical guidelines for the NAP process, prepared by the LEG, are available at <unfccc.int/NAP>].

1 Decision 5/CP.17.

2 Decision 5/CP.17, paragraph 1.

FIGURE 1. AN EXAMPLE OF HOW THE NATIONAL ADAPTATION PLAN PROCESS COULD PROGRESS FOR A COUNTRY



GUIDING PRINCIPLES

The COP agreed that enhanced action on adaptation should:

- Be undertaken in accordance with the Convention;
- Follow a country-driven, gender-sensitive, participatory and fully transparent approach, taking into consideration vulnerable groups, communities and ecosystems;
- Be based on and guided by the best available science and, as appropriate, traditional and indigenous knowledge, and by gender-sensitive approaches, with a view to integrating adaptation into relevant social, economic and environmental policies and actions, where appropriate;
- Not be prescriptive, nor result in the duplication of efforts undertaken in-country, but facilitate country-owned, country-driven action.

KEY FEATURES OF THE NAP PROCESS

The NAP process:

- Is **not prescriptive**. The guidelines for the process assist LDCs to undertake the steps and activities that can ensure effective adaptation. Based on their different levels of progress with adaptation thus far, countries are able to select which steps and activities to undertake in order to move forward;

- **Seeks to enhance the coherence of adaptation and development planning** within countries, rather than duplicating efforts undertaken in a given country;
- Facilitates **country-owned, country-driven action**. LDCs have full ownership of the NAP process within their countries. The NAP process seeks to harness and build upon national-level capacity, with support from various partners, as appropriate;
- Is designed so that **countries can monitor and review it on a regular basis, and update their NAPs in an iterative manner**. This is important, given that better quality climate data and projections, as well as other information useful for the planning process, will increasingly become available, and the impacts of climate change in the medium and long-term will be better understood.

The planning and implementation of adaptation is:

- Based on nationally-identified priorities, including those reflected in the relevant national documents, plans and strategies. Again, this refers to the country-driven nature of the NAP process. The process is designed so that the NAP process can be integrated into the national plans priorities as appropriate;
- Coordinated with national sustainable development objectives, plans, policies and programmes. Coordination and coherence are important elements of the NAP process.

OPPORTUNITIES OFFERED BY THE NAP PROCESS

The NAP process is an opportunity for countries to address their medium- and long-term adaptation needs, building on the NAPA process. The NAP process will be used by countries to:

- Advance from NAPA experiences and arrangements into comprehensive, longer-term planning for adaptation;
- Consolidate overall adaptation activities and embark on a coherent and strategic adaptation approach;
- Ensure continuity and learning in planning and implementing adaptation, and to communicate progress through iterative outputs;
- Fully integrate adaptation into existing planning systems and to prioritize activities so as to prevent negative climate impacts on development;
- Identify the level of climate risk which can be addressed given economic, social and ecological constraints;
- Encourage the provision of adequate and predictable support which takes into account the comprehensive, continuous and iterative nature of the NAP process;
- Create confidence in agencies to support a country-owned, country-driven process that requires action beyond the implementation of projects;
- Contribute to learning about how to manage multiple stress factors that combine in complex ways across scales;
- Promote streamlining of adaptation approaches under the Convention.

RELEVANT WORK ON ADAPTATION UNDER THE CONVENTION

Under the Convention, there are numerous bodies and programmes that support adaptation-related activities, including:

- The Least Developed Countries Expert Group (LEG) – provides technical guidance and support to the NAP process;
- The Adaptation Committee – promotes the implementation of enhanced action on adaptation in a coherent manner under the Convention and provide support to non-LDCs for the NAP process;
- The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) – assists non-Annex I Parties with the process of preparing national communications, including in the context of adaptation;
- The Technology Mechanism – facilitates the implementation of enhanced action on technology development and transfer in order to support action on mitigation and adaptation to climate change. The Technology Executive Committee – facilitates the effective implementation of the Technology Mechanism;
- The Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP) – assists all Parties, in particular developing country Parties, including the LDCs and SIDS, to improve their understanding and assessment of impacts,

vulnerability and adaptation to climate change; and to make informed decisions on practical adaptation actions and measures on a sound scientific, technical and socio-economic basis, taking into account current and future climate change and variability;

- The work programme on loss and damage - considers approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change;
- The LDC work programme – assists LDCs to deal with challenges associated with adaptation to climate change;
- National adaptation programmes of Action (NAPAs) – an element of the LDC work programme, provides a process for LDCs to identify priority adaptation activities that respond to their urgent and immediate needs.

GUIDELINES FOR THE NAP PROCESS

Initial guidelines for the formulation of NAPs by LDC Parties are given in the annex to decision 5/CP.17. They are divided into four main elements as follows:

- A. Laying the groundwork and addressing gaps;
- B. Preparatory elements;
- C. Implementation strategies;
- D. Reporting, monitoring and review.



TECHNICAL GUIDELINES BY THE LEG

The LEG was tasked with providing technical guidance and support to the NAP process, and with preparing technical guidelines.

The technical guidelines are designed to further elaborate the initial guidelines adopted by the COP at its seventeenth session,³ and offer a range of options for dealing with each element of the process.

The technical guidelines⁴ follow the four main elements of the initial guidelines. An indicative list of activities under each of the elements is provided in table 3. The activities are arranged into steps and based on a broad literature review and inputs from stakeholders. It is important to emphasize that the planning of the activities, and the way they are sequenced, will depend on national circumstances and be determined by each least developed country Party. In cases where sufficient activities have already been undertaken for a given step, these can simply be summarized and the NAP process proceed to another entry point. The technical guidelines for the NAP process are available at <unfccc.int/NAP> and in hard copy through the secretariat.

Table 1 shows the elements and suggested steps for the NAP process, while Table 2 shows guiding questions to be asked under each of the corresponding steps. Table 3 shows the activities that countries can undertake under each of the steps. Table 4 shows possible outputs from the NAP process based on experiences of some countries that already undertaken NAP-like processes.

3 FCCC/CP.2011/9/Add.1 page 85–86.

4 To be found at:<<http://unfccc.int/nap>>.

TABLE 1. STEPS UNDER EACH OF THE ELEMENTS OF THE FORMULATION OF NATIONAL ADAPTATION PLANS, WHICH MAY BE UNDERTAKEN AS APPROPRIAT^a

ELEMENT A. LAY THE GROUNDWORK AND ADDRESS GAPS

1. Initiating and launching of the NAP process
2. Stocktaking: identifying available information on climate change impacts, vulnerability and adaptation and assessing gaps and needs of the enabling environment for the NAP process
3. Addressing capacity gaps and weaknesses in undertaking the NAP process
4. Comprehensively and iteratively assessing development needs and climate vulnerabilities

ELEMENT B. PREPARATORY ELEMENTS

1. Analyzing current climate and future climate change scenarios
2. Assessing climate vulnerabilities and identifying adaptation options at the sector, subnational, national and other appropriate levels
3. Reviewing and appraising adaptation options
4. Compiling and communicating national adaptation plans
5. Integrating climate change adaptation into national and subnational development and sectoral planning

ELEMENT C. IMPLEMENTATION STRATEGIES

1. Prioritizing climate change adaptation in national planning
2. Developing a (long-term) national adaptation implementation strategy
3. Enhancing capacity for planning and implementation of adaptation
4. Promoting coordination and synergy at the regional level and with other multilateral environmental agreements

ELEMENT D. REPORTING MONITORING AND REVIEW

1. Monitoring the NAP process
2. Reviewing the NAP process to assess progress, effectiveness and gaps
3. Iteratively updating the national adaptation plans
4. Outreach on the NAP process and reporting on progress and effectiveness

^a Elements A to D for the formulation of national adaptation plans are given in the annex to decision 5/CP.17. The steps are numbered for ease of reference; however, it is understood that countries will choose which steps are applicable for their country-specific situation, and in what order they would be undertaken.

TABLE 2. MAIN ELEMENTS AND STEPS OF THE NATIONAL ADAPTATION PLAN (NAP) PROCESS AND KEY QUESTIONS TO BE ADDRESSED UNDER EACH STEP

Steps	Key Questions
A. Lay the Groundwork and Address Gaps	
1. Initiating and launching of the national adaptation plan (NAP) process	<ul style="list-style-type: none"> • What is the overall national approach and strategy for the NAP process and what kind of mandate is needed to drive it? • What institutional arrangements are required at the national level to coordinate, lead and monitor the NAP process? • What outputs are expected from the NAP process, and when? • What will the reporting arrangements to various stakeholders in the country be? • What technical and financial arrangements are needed and can be mobilized to sustain the process in the short to long-term?
2. Stock-taking: identifying available information on climate change impacts, vulnerability and adaptation and assessing gaps and needs of the enabling environment for the NAP process	<ul style="list-style-type: none"> • Where do we stand regarding effective short- and long-term adaptation activities? • What data and knowledge are available to assess current and future climate risks, vulnerability and adaptation? • How can the storage and management of this data and knowledge best be coordinated? • What gaps can be identified regarding the capacity, adequacy of data and information, and required resources to engage in the NAP process? • What barriers exist to effectively plan for, design and implement adaptation?
3. Addressing capacity gaps and weaknesses in undertaking the NAP process	<ul style="list-style-type: none"> • How can enabling institutional and technical capacity gaps best be addressed, and which resources are required? • How can long-term capacity development be institutionalized? • How can each of the barriers to adaptation planned be lifted? • Where are there opportunities for integrating climate change adaptation into development planning?
4. Comprehensively and iteratively assessing development needs and climate vulnerabilities	<ul style="list-style-type: none"> • What key development goals are sensitive to climate change? • How can climate risks to development and potential co-benefits of adaptation and development be identified?
B. Preparatory Elements	
1. Analyzing current climate and future climate change scenarios	<ul style="list-style-type: none"> • Which climatic patterns in the country, according to observed data, are most important in terms of adjustment, adaptation or acclimatization of social systems? • What risks does climate change hold for the country? • What are major current climate hazards? • What is the estimated range in uncertainty for possible future climate scenarios? • What are appropriate indices of climate trends which could support planning and decision-making?
2. Assessing climate vulnerabilities and identifying adaptation options at sector, subnational, national and other appropriate levels	<ul style="list-style-type: none"> • Which systems, regions, or groups work towards key development goals such as food security, poverty alleviation, economic development, etc? • What are the main climate vulnerabilities of those systems/regions that are key to achieve the main development goals? • What are the expected impacts of climate change? • What are viable cost-effective adaptation options to reduce the impacts of climate change or exploit opportunities?
3. Reviewing adaptation options	<ul style="list-style-type: none"> • What are the costs and benefits of each adaptation option? • How best can the adaptation options be implemented, and what are the conditions for success? • Is it possible to identify co-benefits between the adaptation options and development?

Steps	Key Questions
4. Compiling and communicating national adaptation plans	<ul style="list-style-type: none"> • How will priority sectoral and subnational adaptation options be aggregated into national adaptation plans? • How will inputs of all relevant stakeholders be incorporated into producing the national plans? • How can the national adaptation plans and related outputs best be communicated and disseminated at the national level?
5. Integrating climate change adaptation into national and subnational development and sectoral planning	<ul style="list-style-type: none"> • How can adaptation best be integrated into ongoing developing planning processes? • What kind of opportunities can be generated through the integration? • How can the process of integration be facilitated?
C. Implementation Strategies	
1. Prioritizing climate change adaptation in national planning	<ul style="list-style-type: none"> • How can adaptation work best be prioritized for implementation at the national level considering development needs, climate vulnerabilities and risks as well as existing plans? • What criteria can be used to define priority actions?
2. Developing a (long-term) national adaptation implementation strategy	<ul style="list-style-type: none"> • What is the most appropriate strategy for the implementation of adaptation activities including timing, target areas/beneficiaries, responsible authorities and sequencing of activities? • How can the implementation build on and complement existing adaptation activities? • What are the potential costs of implementing the NAP and how can these costs be met?
3. Enhancing capacity for planning and implementation of adaptation	<ul style="list-style-type: none"> • How can technical and institutional capacities and regulations for long-term planning and implementation of adaptation be maintained and enhanced at different levels? • What can be learned from other international experiences and international cooperation on adaptation planning?
4. Promoting coordination and synergy at the regional level and with other multilateral environmental agreements	<ul style="list-style-type: none"> • How can the cross-sectoral and regional coordination of adaptation planning be promoted and enhanced? • How can synergy with other multilateral environmental agreements in the planning and implementation process be identified and promoted?
D. Reporting, Monitoring and Review	
1. Monitoring the NAP process	<ul style="list-style-type: none"> • Which areas of the NAP process are key for its effectiveness and should thus be the focus of the monitoring process? • What information and metrics are needed to monitor progress, effectiveness, gaps and lessons of the NAP process?
2. Reviewing the NAP process to assess progress, effectiveness and gaps	<ul style="list-style-type: none"> • What will be the time interval for reviewing the NAP process? • How would progress, effectiveness and gaps best be quantified and assessed and which information from outside of the NAP process is required?
3. Iteratively updating the national adaptation plans	<ul style="list-style-type: none"> • What are the frequency and/or triggers for an update of the NAPs and related outputs? • Which of the previous steps of the NAP process would be repeated in order to produce an update of the NAPs? • How can the updating of the NAPs be aligned with other development planning processes to ensure harmonization and the identification of co-benefits?
4. Outreach on the NAP process and reporting on progress and effectiveness	<ul style="list-style-type: none"> • How can NAP documents best be disseminated to the UNFCCC secretariat and other stakeholders? • What kind of information needs to be included in reporting on progress and effectiveness of the NAP process in national communications? • What other channels can be used to report on progress to the Convention and other stakeholders?

TABLE 3. ELEMENTS AND STEPS OF THE NAP PROCESS SHOWING INDICATIVE ACTIVITIES THAT A COUNTRY MAY UNDERTAKE WHILE BUILDING ON AVAILABLE INFORMATION AND ONGOING ACTIVITIES AT THE NATIONAL LEVEL

Steps	Indicative Activities
Element A. Lay the Groundwork and Address Gaps	
1. Initiating and launching of the national adaptation plan (NAP) process	<ul style="list-style-type: none"> a. Conduct briefings to policymakers about climate change adaptation challenges and opportunities, and the NAP process in particular b. Designate the spearheading or coordinating mechanism c. Create or enhance a national vision and mandate for the NAP process d. Operationalize the NAP process through access to support e. Define a framework and strategy, as well as a road map, including sequencing of various NAPs and a monitoring and evaluation plan, for the NAP process
2. Stocktaking: identifying available information on adaptation activities, climate change impacts, vulnerability and adaptation and assessing gaps and needs of the enabling environment for the NAP process	<ul style="list-style-type: none"> a. Conduct a stocktaking of on-going and past adaptation activities b. Synthesize available analyses of current and future climate at the broad national/regional level c. Coordinate compilation and development of a (distributed/shared) database for the NAP process d. Conduct a gap analysis to assess strengths and weaknesses regarding the capacity, data and information, and resources required to effectively engage in the NAP process e. Assess potential barriers to the design and implementation of adaptation activities
3. Addressing capacity gaps and weaknesses in undertaking the NAP process	<ul style="list-style-type: none"> a. Develop and enhance enabling institutional and technical capacity for undertaking the NAP process b. Identify and enhance awareness of potential opportunities for the integration of climate change adaptation in development planning at different levels c. Design and implement climate change programmes on communication, public awareness-raising and education
4. Comprehensively and iteratively assessing development needs and climate vulnerabilities	<ul style="list-style-type: none"> a. Compile information on main development objectives, policies, plans and programmes b. Identify synergies between development and adaptation objectives, policies, plans and programmes
Element B. Preparatory Elements	
1. Analyzing current climate and future climate change scenarios	<ul style="list-style-type: none"> a. Analyze current climate to identify trends in variables and indices that could be used to support planning and decision-making b. Characterize broad future climate risks and levels of uncertainty using scenario analysis at the national level or as part of a regional analysis c. Communicate projected climate change information to all stakeholders and the public
2. Assessing climate vulnerabilities and identifying adaptation options at sector, subnational, national and other appropriate levels	<ul style="list-style-type: none"> a. Assess vulnerability to climate change at sector, subnational, national or appropriate levels (by applying applicable frameworks) b. Rank climate change risks and vulnerabilities c. Identify and categorize adaptation options at multiple scales to address priority vulnerabilities

Steps	Indicative Activities
3. Reviewing and appraising adaptation options	a. Appraise individual adaptation options, including economic, ecosystem and social costs and benefits, and possibilities for unintended (positive and negative) impacts of adaptation measures
4. Compiling and communicating national adaptation plans	a. Compile draft national adaptation plans and make them available for review
	b. Integrate review comments into the national adaptation plans and process endorsement at the national level as defined in the mandate for the NAP process
	c. Communicate and disseminate the national adaptation plans widely to all stakeholders in the country
5. Integrating climate change adaptation into national and subnational development and sectoral planning	a. Identify opportunities and constraints for integration of climate change into planning
	b. Build and enhance capacity for integrating climate change into planning
	c. Facilitate the integration of climate change adaptation into existing national and subnational planning processes
Element C. Implementation Strategies	
1. Prioritizing climate change adaptation	a. Define national criteria for prioritizing implementation based, inter alia, on: development needs, climate vulnerability and risk and existing plans
	b. Identify opportunities for building on and complementing existing adaptation activities
2. Developing a (long-term) national adaptation implementation strategy	a. Define a strategy for the implementation of adaptation actions including target areas/beneficiaries, responsible authorities, timing, sequencing of activities and the mobilization of resources
	b. Implement concrete adaptation measures based on the national adaptation plans through policies, projects and programmes
3. Enhancing capacity for planning and implementation of adaptation	a. Strengthen institutional and regulatory frameworks for addressing adaptation in the long-term at national and sectoral levels
	b. Design and implement training, on an on-going basis, on the NAP process at sectoral and subnational levels to facilitate adaptation planning at those levels
	c. Implement outreach on NAP process outputs at the national level and promote international cooperation
4. Promoting coordination and synergy at the regional level and with other multilateral environmental agreements	a. Promote coordination of adaptation planning across sectors
	b. Identify and promote synergy in assessment, planning and implementation of adaptation at the regional level, as appropriate
	c. Identify and promote opportunities for synergy with other multilateral environmental agreements in the formulation of respective plans, capacity-building and during implementation

Steps	Indicative Activities
Element D. Reporting Monitoring and Review	
1. Monitoring the NAP process	<p>a. Identify (few) areas of the NAP process that would be evaluated through qualitative and quantitative performance measures as part of an assessment of progress, effectiveness and gap analysis</p> <p>b. For the areas identified above, define specific metrics for documenting progress, measuring and communicating levels of effectiveness and assessing gaps under the NAP process, and a data collection plan</p>
2. Reviewing the NAP process to assess progress, effectiveness and gaps	<p>a. Review, on a regular basis, activities undertaken as part of the NAP process by evaluating the information and metrics collected as part of the monitoring of the NAP process</p> <p>b. Compile and synthesize information from new assessments and emerging science, as well as the results and outcomes and lessons learned from adaptation activities being implemented, to support the review and update of the NAP and related outputs</p> <p>c. Integrate efforts to address inefficiencies and gaps identified during the review into relevant steps and activities of the NAP process</p>
3. Iteratively updating the national adaptation plans	<p>a. Update the national adaptation plans, and related documentation, at a frequency specified in the national mandate, framework or strategy for the NAP process, by repeating selected steps as appropriate</p> <p>b. Work towards aligning the production of updates to the NAP outputs with relevant national development plans</p>
4. Outreach on the NAP process and reporting on progress and effectiveness	<p>a. Disseminate the NAP documents and related outputs to the UNFCCC secretariat and to other relevant stakeholders, as these become available</p> <p>b. Provide information in national communications on progress in and effectiveness of the NAP process</p>

TABLE 4. SAMPLE OUTPUTS OF A NAP PROCESS

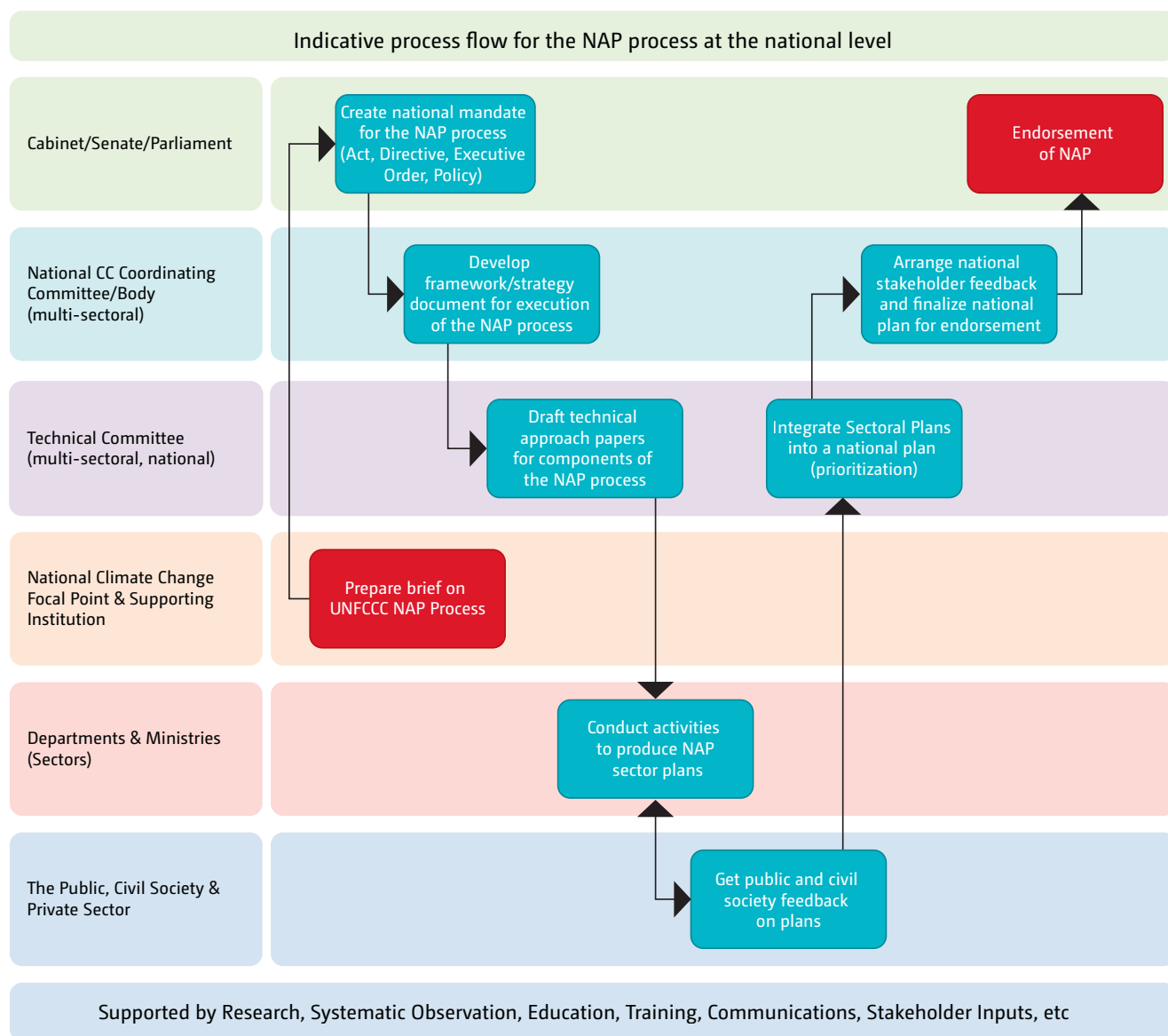
Steps	Indicative Activities	Sample Outputs
Element A. Lay the Groundwork & Address Gaps		
1. Initiating and launching of the national adaptation plan (NAP) process	<ul style="list-style-type: none"> Conduct briefings to policymakers about climate change adaptation challenges and opportunities, and the NAP process in particular Designate the spearheading or coordinating mechanism Create or enhance a national vision and mandate for the NAP process Operationalize the NAP process through access to support Define a framework and strategy, as well as a road map, including sequencing of various NAPs and a monitoring and evaluation plan, for the NAP process 	<ul style="list-style-type: none"> Mandate for the NAP process Framework and strategy for the NAP process Funded project to support operations of the NAP process
2. Stocktaking: Identifying available information on climate change impacts, vulnerability and adaptation and assessing gaps and needs of the enabling environment for the NAP process	<ul style="list-style-type: none"> Conduct a stocktaking of on-going and past adaptation activities Synthesize available analysis of current and future climate at the broad national/regional level Coordinate compilation and development of a (distributed/shared) database for the NAP process Conduct a gap analysis to assess strengths and weaknesses regarding the capacity, data and information, and resources required to effectively engage in the NAP process Assess potential barriers to the design and implementation of adaptation 	<ul style="list-style-type: none"> Report on synthesis of available information Geospatial database in support of the NAP process Knowledge-base of observed climate impacts, vulnerabilities and potential interventions Gap and needs analysis report Barrier analysis report
3. Addressing capacity gaps and weaknesses in undertaking the NAP process	<ul style="list-style-type: none"> Develop and enhance enabling institutional and technical capacity for undertaking the NAP process Identify and enhance awareness of potential opportunities for the integration of climate change adaptation in development planning at different levels Design and implement climate change programmes on communication, public awareness-raising and education 	<ul style="list-style-type: none"> Strategy document for capacity-building, awareness-raising, communication and education
4. Comprehensively and iteratively assessing development needs and climate vulnerabilities	<ul style="list-style-type: none"> Compile information on main development objectives, policies, plans and programmes Identify synergies between development objectives, policies, plans and programmes 	<ul style="list-style-type: none"> Stocktaking of adaptation activities report Matrix of adaptation and development synergies
Element B. Preparatory Elements		
1. Analyzing current climate and future climate change scenarios	<ul style="list-style-type: none"> Analyze current climate to identify trends in variables and indices that could be used to support planning and decision making Characterize broad future climate risks and levels of uncertainty using scenario analysis at the national level or as part of a regional analysis Communicate projected climate change information to all stakeholders and the public 	<ul style="list-style-type: none"> Future climate change scenarios Report on climate risks
2. Assessing climate vulnerabilities and identifying adaptation options at sector, subnational, national and other appropriate levels	<ul style="list-style-type: none"> Assess vulnerability to climate change at sector, subnational, national or appropriate levels (by applying applicable frameworks) Rank climate change risks and vulnerabilities Identify and categorize adaptation options at multiple scales to address priority vulnerabilities 	<ul style="list-style-type: none"> Vulnerability and adaptation assessment report

Steps	Indicative Activities	Sample Outputs
3. Reviewing and appraising adaptation options	<ul style="list-style-type: none"> Appraise individual adaptation options, including economic, ecosystem and social costs and benefits, and possibilities for unintended (positive and negative) impacts of adaptation measures 	<ul style="list-style-type: none"> Report on appraisal of adaptation options Sectoral and subnational plans or strategies
4. Compiling and communicating national adaptation plans	<ul style="list-style-type: none"> Compile draft national adaptation plans and make them available for review Integrate review comments into the national adaptation plans and process endorsement at the national level as defined in the mandate for the NAP process Communicate and disseminate the national adaptation plans widely to all stakeholders in the country 	<ul style="list-style-type: none"> Draft plans (action plans and strategies) for stakeholder/public review and input Endorsed national plans
5. Integrating climate change adaptation into national and subnational development and sectoral planning	<ul style="list-style-type: none"> Identify opportunities and constraints for integration of climate change into planning Build and enhance capacity for integrating climate change into planning Facilitate the integration of climate change adaptation into existing national and subnational planning processes 	
Element C. Implementation Strategies		
1. Prioritizing climate change adaptation in national planning	<ul style="list-style-type: none"> Define national criteria for prioritizing implementation based, inter alia, on: development needs, climate vulnerability and risk and existing plans Identify opportunities for building on and complementing existing adaptation activities 	<ul style="list-style-type: none"> List of ranked criteria for prioritization
2. Developing a (long-term) national adaptation implementation strategy	<ul style="list-style-type: none"> Define a strategy for the implementation of adaptation actions including target areas/beneficiaries, responsible authorities, timing, sequencing of activities and the mobilization of resources Implement concrete adaptation measures based on the national adaptation plans through policies, projects and programmes 	<ul style="list-style-type: none"> Implementation strategies for the NAPs
3. Enhancing capacity for planning and implementation of adaptation	<ul style="list-style-type: none"> Strengthen institutional and regulatory frameworks for addressing adaptation in the long-term at national and sectoral levels Design and implement training, on an on-going basis, on the NAP process at sectoral and subnational levels to facilitate adaptation planning at those levels Implement outreach on NAP process outputs at the national level and promote international cooperation 	<ul style="list-style-type: none"> Training programme
4. Promoting coordination and synergy at the regional level and with other multilateral environmental agreements	<ul style="list-style-type: none"> Promote coordination of adaptation planning across sectors Identify and promote synergy in assessment, planning and the implementation of adaptation at the regional level, as appropriate Identify and promote opportunities for synergy with other multilateral environmental agreements in the formulation of respective plans, capacity-building and during implementation 	<ul style="list-style-type: none"> Matrix of potential synergies

Steps	Indicative Activities	Sample Outputs
Element D. Reporting Monitoring and Review		
1. Monitoring the NAP process	<ul style="list-style-type: none"> Identify (few) areas of the NAP process that would be evaluated through qualitative and quantitative performance measures as part of an assessment of progress, effectiveness and gap analysis For the areas identified above, define specific metrics for documenting progress, measuring and communicating levels of effectiveness and assessing gaps under the NAP process, and a data collection plan 	<ul style="list-style-type: none"> Metrics report/monitoring plan Database of metrics
2. Reviewing the NAP process to assess progress, effectiveness and gaps	<ul style="list-style-type: none"> Review, on a regular basis, activities undertaken as part of the NAP process by evaluating the information and metrics collected as part of the monitoring of the NAP process Compile and synthesize information from new assessments and emerging science, as well as the results and outcomes and lessons learned from adaptation activities being implemented, to support the review and update of the NAP and related outputs Integrate efforts to address inefficiencies and gaps identified during the review in relevant steps and activities of the NAP process 	<ul style="list-style-type: none"> Evaluation report
3. Iteratively updating the national adaptation plans	<ul style="list-style-type: none"> Update the national adaptation plans, and related documentation, at a frequency specified in the national mandate, framework or strategy for the NAP process, by repeating selected steps as appropriate Work towards aligning the production of updates to the NAP outputs with relevant national development plans 	<ul style="list-style-type: none"> Updated NAPs
4. Outreach on the NAP process and reporting on progress and effectiveness	<ul style="list-style-type: none"> Disseminate the NAP documents and related outputs to the UNFCCC secretariat and to other relevant stakeholders, as these become available Provide information in national communications on progress in and effectiveness of the NAP process 	<ul style="list-style-type: none"> Information in national communication

FIGURE 2. POSSIBLE FLOW OF RESPONSIBILITIES FOR A NATIONAL ADAPTATION PLAN PROCESS UNTIL THE ENDORSEMENT STAGE.

The possible interaction with external agencies, such as GEF agencies, that may assist countries in the NAP process, is not shown in this figure.





ABOUT THIS PUBLICATION

This publication was developed by the LDC Expert Group (LEG) as an easy-to-read information note on the NAP process. The LEG, through its work, has had the privilege to witness the challenges, the progress, and the achievements that the LDCs have experienced in addressing their urgent and immediate adaptation needs through the NAPA process. The Expert Group hopes that this booklet

on the NAP process, as well as the NAP technical guidelines, will assist the LDCs in addressing their medium- and long-term adaptation needs and will encourage the adaptation community to continue to accompany the LDCs on their journey to adapting to the adverse effects of climate change.

MEMBERS OF THE LEG UNDER ITS 2010-2012 MANDATE

Name	Country
Ms. Pepetua Election Latasi, Chair	Tuvalu
Mr. Batu Krishna Uprety, Vice Chair, Anglophone Rapporteur	Nepal
Mr. Abias Huongo, Lusophone Rapporteur	Angola
Mr. Paul Abiziou Tchinguilou, Francophone Rapporteur	Togo
Mr. Erwin Kuenzi*	Austria
Mr. Ibila Djibril	Benin
Mr. Thinley Namgyel	Bhutan
Ms. Beth Lavender*	Canada
Mr. Matti Nummelin	Finland
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