NATIONAL ADAPTATION PLANS

Checklist for a roadmap of a NAP Process

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| **Essential Functions** | **Steps** | **Indicative Activities** |  |  |  |  |  |  |
|  | **Element A. Lay the groundwork and address Gaps** | | **Sample NAP Output** | **Lead Institution** |  | **Support Needed** | **Target for Support** | **Timeframe** |
| EF.1 Helping governments to provide national leadership and coordination of adaptation efforts at all levels and to act as the main interface with regional and international mechanisms.  EF.2 The collection, compilation, processing and dissemination of data, information and knowledge on climate change and relevant development aspects in support of adaptation planning and implementation.  EF.3 Identifying and addressing gaps and needs related to capacity for the successful design and implementation of adaptation.  EF.4 Assessing climate development linkages and needs and supporting the integration of climate change adaptation into national and subnational development and sectoral planning (through policies, projects and programmes). | ☐ Initiating and launching of the NAP process | ☐ Briefing on NAP process  ☐ Coordinating mechanism  ☐ National vision and mandate for NAPs  ☐ Access to technical and financial support  ☐ NAP framework/strategy road map  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Mandate for the NAP process * Framework and strategy for the climate change adaptation * Funded project to support operations of the NAP process * Road map for the NAP process |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Stocktaking: identifying available information on climate change impacts, vulnerability and adaptation and assessing gaps and needs of the enabling environment for the NAP process | ☐ Stocktaking of adaptation activities  ☐ Synthesis of available knowledge on impacts, vulnerability and adaptation  ☐ Capacity gap analysis  ☐ Barriers analysis  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Addressing capacity gaps and weaknesses in undertaking the NAP process | ☐ Building institutional and technical capacity  ☐ Opportunities for integrating adaptation into development  ☐ Programmes on climate change communication, public awareness-raising and education  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Strategy document(s) for capacity-building, awareness-raising, communication and education * NAP website |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Comprehensively and iteratively assessing development needs and climate vulnerabilities | ☐ Compile development objectives, policies, plans and programmes  ☐ Synergy between development and adaptation objectives, policies, plans and programmes  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Report on stocktaking of development/adaptation activities * Report on approaches for ensuring synergy between development and adaptation |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **Element B. Preparatory elements** | |  |  |  |  |  |  |
| EF.5 Analysing climate data and assessing vulnerabilities to climate change and identifying adaptation options at the sector, subnational, national and other appropriate levels.  EF.6 Appraising adaptation options to support decision-making on adaptation investment plans and development planning | ☐ Analysing current climate and future climate change scenarios | ☐ Analysis of current climate  ☐ Future climate risks and uncertainty/Scenario analysis  ☐ Communicating projected climate change information  Other activities: | * Report on climate analysis * Report on climate risks/Projected climate changes * Strategy for climate information services |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Assessing climate vulnerabilities and identifying adaptation options at sector, subnational, national and other appropriate levels | ☐ Climate vulnerability assessment at multiple levels  ☐ Ranking climate change risks and vulnerabilities  ☐ Scoping adaptation options  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Vulnerability and adaptation assessment report |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Reviewing and appraising adaptation options | ☐ Appraisal of adaptation options  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Report on appraisal of adaptation options * Sectoral and subnational plans or strategies |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Compiling and communicating national adaptation plans | ☐ Draft national adaptation plans  ☐ Finalization of NAPs and process endorsement  ☐ Communicate NAPs at national level  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Draft NAPs for review * Endorsed NAPs |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Integrating climate change adaptation into national and subnational development and sectoral planning | ☐ Opportunities and constraints for integrating climate change into planning  ☐ Building capacity for integration  ☐ Integration of adaptation into existing planning processes  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Report on Integration of adaptation into development |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **Element C. Implementation strategies** | |  |  |  |  |  |  |
| EF.7 Promoting and facilitating the prioritization of climate change adaptation in national planning  EF.8 Facilitating the implementation of adaptation at all levels through appropriate policies, projects and programmes, taking into account opportunities for synergy. | ☐ Prioritizing climate change adaptation in national planning | ☐ National criteria for prioritizing implementation  ☐ Identification of opportunities for building on existing adaptation activities  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Developing a (long-term) national adaptation implementation strategy | ☐ Strategy for adaptation implementation  ☐ Implementation of NAPs through policies, projects and programmes  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Implementation strategy for the NAP |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Enhancing capacity for planning and implementing adaptation | ☐ Strengthening long-term institutional and regulatory frameworks  ☐ Training at sectoral and subnational levels  ☐ Outreach on outputs at the national level and promotion of international cooperation  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * National training and outreach programme (s) |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Promoting coordination and synergy at the regional level and with other multilateral environmental agreements | ☐ Coordination of adaptation planning across sectors  ☐ Synergy at the regional level  ☐ Synergy with multilateral environmental agreements (MEAs)  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Report on regional synergy * Report on synergy with MEAs |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **Element D. Reporting, monitoring and review** | |  |  |  |  |  |  |
| EF.9 Facilitating the monitoring, review and updating of adaptation plans over time, to ensure progress and the effectiveness of adaptation efforts and to demonstrate how gaps are being addressed.  EF.10 Coordinating reporting and outreach on the NAP process to stakeholders nationally and internationally on progress to the Convention. | ☐ Monitoring the NAP process | ☐ Identify (few) areas of the NAP process to monitor progress, effectiveness and gaps (PEG)  ☐ Define metrics for documenting PEG  ☐ Collect information throughout the NAP process to apply the metrics developed  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Metrics report/Monitoring Plan * Database of metrics |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Reviewing the NAP process to assess progress, effectiveness and gaps | ☐ Synthesis of new assessments & emerging science and the results and outcomes from implemented adaptation activities  ☐ Evaluate metrics collected to assess progress, effectiveness and gaps of the NAP process  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Evaluation report |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Iteratively updating the national adaptation plans | ☐ Repeat some steps and update NAPs and related documentation  ☐ Production of updates to the NAP outputs aligned with relevant national development plans  Other activities:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Updated NAPs |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ☐ Outreach on the NAP process and reporting on progress and effectiveness | ☐ Disseminate the NAPs and related outputs to the UNFCCC secretariat and others  ☐ Provision of information in national communications on progress in and effectiveness of the NAP process  Other activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Progress report and information in national communication |  |  |  | ☐ LEG/AC  ☐ NAP-GSP  ☐ GEF/LDCF/SCCF  ☐ Bilateral  ☐ Regional Centers  ☐ Domestic  ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |