

## Annex II

### Two-year rolling work programme of the Least Developed Countries Expert Group for 2013–2014

<i>Main activities</i>	<i>Output/activity type/timing</i>
<i>Objective 1: provide technical guidance and support to the national adaptation plan (NAP) process in the least developed countries (LDCs) (decision 5/CP.17, paras. 13 and 14 )</i>	
<i>Expected result: the LDCs are effectively supported in the launching of, and in making progress under, their NAP process</i>	
Publish and disseminate technical guidelines for the NAP process in response to the Conference of the Parties request in decision 5/CP.17, and related outreach materials, in English, French and Portuguese, through print and other media	Publications by June 2013
Organize a one-day NAP event (NAP Expo), at the thirty-eighth sessions of the subsidiary bodies for the LDCs, in collaboration with relevant organizations, in response to a request from the Subsidiary Body for Implementation (SBI) at its thirty-seventh session	Event on 9 June 2013
Prepare technical papers and technical guidelines for the NAPs, at national, sectoral and other levels, in accordance with the modalities to support NAPs in paragraph 12 of decision 5/CP.17, as supplements to the technical guidelines for the NAP process produced by the LEG, to provide more in-depth detail, step-by-step guides or case studies of selected topics, in collaboration with relevant organizations and experts	Technical publications, ongoing
Develop a NAP online information system (NAP Central) to serve as the main information platform for supporting the NAP process, to include the technical guidelines and its supplements, links to resources and case studies, and offer a platform for exchange of experience, best practices and lessons learned at the regional and global levels	Online information system from June 2013 onwards
<i>Expected result: needs and gaps for technical support expressed by the LDCs are effectively addressed</i>	
Identify ways in which the Least Developed Countries Expert Group (LEG) can further support the LDCs to prepare their NAPs in response to support needs listed in the report on the 22 <sup>nd</sup> meeting of the LEG, in response to a request from the SBI at its thirty-seventh session	Information contained in this report (chapter II.D)
Compile and analyse support needs for the NAP process, on an ongoing basis, including through questionnaires to Parties during the subsidiary body sessions and other relevant events	Information in LEG reports to the SBI
Design and provide technical support and guidance to the LDCs on the NAP process, based on support needs indicated by the LDCs, through regional training workshops and online courses	Technical support and guidance
Collaborate with relevant organizations in providing technical support to the LDCs	Technical support

Main activities	Output/activity type/timing
<i>Objective 2: provide support to the LDCs on the preparation, revision/update and implementation of national adaptation programmes of action (NAPAs) (decisions 29/CP.7, 4/CP.11, para. 2, 8/CP.13, para. 4, and 6/CP.16, paras. 1 and 2)</i>	
<i>Expected result: the LDCs are effectively supported in the implementation of NAPAs</i>	
Conduct the three remaining regional training workshops on the implementation of NAPAs in the LDCs	Training workshops in 2013
Develop training materials, including self-paced and/or online courses, for use by LDC teams on the planning and implementation of adaptation, as an extension of the NAPA training workshops	Training materials in 2013–2014
Continue to invite the Global Environment Facility (GEF) and its agencies, relevant organizations and experts to the LEG meetings and events in order to explore the issues faced by some LDCs in implementing NAPAs, and to provide information to the SBI on ways and means to address those issues, with a view to enhancing the implementation of NAPAs	Information presented in LEG reports to the SBI
<i>Expected result: the LDCs are assisted in the preparation, revision and update of their NAPAs</i>	
Respond to individual requests for support in the preparation, revision and update of NAPAs, including through the provision of comments and feedback on draft NAPAs and draft revised and updated NAPAs, and the sharing of experience and lessons learned	Direct technical support
<i>Objective 3: support knowledge management and outreach in supporting adaptation planning, prioritization and implementation in the LDCs (decisions 29/CP.7, 4/CP.11, para. 2, 8/CP.13, para. 4, 6/CP.16, paras. 1 and 2, and 5/CP.17, paras. 13 and 14 )</i>	
<i>Expected result: the LDCs are effectively supported through enhanced access to the best available information useful for their adaptation efforts</i>	
Continue to enhance the LDC portal to serve as the main base for information relevant to the NAPAs	LDC portal, ongoing updates
Enhance the methodology for capturing best practices and lessons learned to inform LEG publications on best practices and lessons learned, including through setting up an advisory group for the selection process	Advisory group, methodology paper, publication by March 2014
Develop a knowledge/expert-based database on adaptation measures and strategies	Online database through NAP Central
<i>Objective 4: provide guidance and advice on the integration of adaptation into development planning and on strengthening gender-related considerations and considerations regarding vulnerable communities in adaptation planning, prioritization and implementation in LDCs (decision 6/CP.16, para. 2(a))</i>	
<i>Expected result: the LDCs are effectively assisted in their integration efforts in their adaptation planning and implementation through NAPAs and NAPs</i>	
Develop a practical guide for the strengthening of gender and considerations regarding vulnerable communities in addressing adaptation in the LDCs	Information paper by December 2013

<i>Main activities</i>	<i>Output/activity type/timing</i>
Monitor how the LDCs have integrated gender and considerations regarding vulnerable communities in the design and implementation of activities under the LDC work programme, the NAPAs and NAPs	Compilation, monitoring and analysis, ongoing
<i>Objective 5: promote the quality and achievement of results through support for the monitoring and evaluation of progress, effectiveness and gaps in the context of NAPAs, NAPs and the LDC work programme in the LDCs (decisions 29/CP.7, 6/CP.16 and 5/CP.17)</i>	
<i>Expected result: support for monitoring the impact and effectiveness of efforts to address vulnerability is provided</i>	
Continue to compile information to monitor progress and effectiveness, and identification of gaps in the implementation of NAPAs, the LDC work programme and NAPs	Compilation, monitoring and analysis, ongoing
Analyse the effectiveness of NAPAs, NAPs and the LDC work programme based on information from questionnaires, submissions and other sources, and through the identification of best practices and lessons learned that will improve the design and implementation of adaptation in the LDCs	Information presented in LEG reports to the SBI
Prepare an information paper on monitoring and evaluation as a means to support the LDCs in the design and use of monitoring and evaluation systems	Information paper
Develop and test a monitoring and evaluation tool that could be applied in all areas of the work of the LEG for the assessment of progress and effectiveness and the identification of gaps	Technical paper by December 2013
<i>Objective 6: support the implementation of the LDC work programme (decision 5/CP.14, para. 2)</i>	
<i>Expected result: implementation of the LDC work programme is effectively facilitated</i>	
Continue to compile information on progress and gaps in addressing the LDC work programme through questionnaires and other means	Surveys during the SBI sessions, results presented in LEG reports
Continue collaboration with the GEF and its agencies and other organizations on ways to support the LDCs in implementing the LDC work programme, including through ways proposed in the report on the 21 <sup>st</sup> meeting of the LEG (FCCC/SBI/2012/7, paras. 31–45)	Information presented in LEG reports to the SBI
<i>Objective 7: promote synergy of adaptation-related efforts under the Convention (decisions 29/CP.7, 5/CP.17, para. 17, and 1/CP.18, paras. 55 and 56)</i>	
<i>Expected result: coherence in support to the LDCs is promoted under the Convention, regionally and with other multilateral environmental agreements</i>	
Collaborate with the Adaptation Committee in supporting the LDCs and engage in the Adaptation Committee ad hoc group on modalities and guidelines for the NAPs for non-LDCs	Inputs, ongoing
Participate, upon request, in meetings of the Technology Executive Committee on issues related to adaptation technologies	Presentations as needed
Update/revise the LEG technical paper on regional synergy as part of the supplements to the NAP technical guidelines	Information paper by June 2014

<i>Main activities</i>	<i>Output/activity type/timing</i>
Update/revise the LEG technical paper on promoting synergy with other multilateral environmental agreements	Information paper by December 2013

**Proposed activities that could be undertaken by the Least Developed Countries Expert Group in addressing support needs for the national adaptation plan process**

*Support needs as identified in document FCCC/SBI/2012/27, paragraph 19*

*Proposed activities*

**Element A: laying the groundwork and addressing gaps**

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| <p>(a) Defining capacities for essential functions at the national level necessary to address adaptation, the identification of gaps based on an analysis of existing capacities and the implementation of strategies and activities to address the gaps</p>                | <p>Support the least developed countries (LDCs) in defining essential adaptation capacity functions and in identifying and addressing adaptation capacity gaps and needs, on an ongoing basis, through the following:</p> <ul style="list-style-type: none"> <li>(a) Information papers as supplements to national adaptation plan (NAP) technical guidelines on capacity needs and gap assessment</li> <li>(b) Ongoing technical analysis of capacity needs and gaps and possible implementation strategies to address them</li> <li>(c) Training on adaptation capacity needs and gap analysis through online courses and regional training workshops</li> <li>(d) Sharing of best practices and lessons learned</li> </ul>   |
| <p>(g) Design and conduct of vulnerability and adaptation (V&amp;A) assessments, including the development and application of assessment models, application of applicable decision support tools, such as cost–benefit analysis, and the ranking of adaptation options</p> | <p>Support the LDCs in the design and conduct of assessments of V&amp;A, on an ongoing basis, through:</p> <ul style="list-style-type: none"> <li>(a) Collation of the main challenges in assessments from past surveys by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), the Least Developed Countries Expert Group (LEG) and others, and through new questionnaires</li> <li>(b) Shortlists of recommended methods and tools for steps of V&amp;A assessment, building on past lists by the CGE, Nairobi work programme on impacts, vulnerability and adaptation to climate change and others, and make available through NAP Central</li> <li>(c) Regional training workshops on V&amp;A</li> <li>(d) The LEG to communicate key needs and gaps to relevant organizations in a position to support the LDCs</li> </ul> |
| <p>(l) Financial and technical support for the NAP process, including for the</p>   | <p>Support the LDCs in their estimation of financial and technical support</p>  |

*Support needs as identified in document FCCC/SBI/2012/27, paragraph 19*

formulation and implementation of adaptation measures as well as identified gaps in capacity for successful adaptation planning (could be considered with support needs for implementation strategies)

(m) Design and operation of innovative financing for climate change, including issues of direct access, absorption of funds and setting up trust funds and other national climate change funds

(q) Communication of up-to-date information on organizations, regional centres and networks that can provide support to the LDCs on the NAP process, including on financial support, technical guides and papers, and capacity-building

**Element B: preparatory elements**

(c) Design of research and systematic observations to support vulnerability and risk analysis and adaptation planning

(d) Data collection, management and archiving, and subsequent analysis covering all relevant sectors and disciplines, including analysis of observed and simulated climate data, and subsequent presentation of such data and analyses to various stakeholders to support decision-making

(e) Use of appropriate geospatial data management and analysis tools in managing data and information over space and time, to underpin assessments as part of adaptation planning and the iterative and ongoing nature of such assessments as part of the NAP process

(f) Analysis of climate data and the development and application of climate change scenarios in assessing climate change risks at the national, sectoral and local levels

(i) Synthesizing the best available science on climate change, as well as other forms of knowledge, and translating it into support for decision-

*Proposed activities*

needs for the formulation and implementation of NAPs, through the following:

(a) Compiling and communicating potential sources of financial resources through information packs and via NAP Central and other UNFCCC information portals

(b) Develop support materials for developing national adaptation investment plans, including project proposal development

(c) Training on programme design and on absorption of adaptation financing

(d) Training and capacity-building towards accreditation for direct access of funding

(e) Share experiences and lessons learned from countries that have used innovative financing, through case studies and briefs

Support the LDCs by providing up-to-date information on available support, building on past work of the LEG, CGE, Nairobi work programme and other relevant groups, through NAP Central, NAP events and other means

Support the LDCs in identifying opportunities for research and systematic observations that enrich vulnerability and risk analysis and adaptation planning, such as through the following:

(a) Synthesis of best available science for steps of the NAP process and by country/region, building on Intergovernmental Panel on Climate Change reports and other information, including through NAP Central

(b) Technical papers on data, information and knowledge issues, including collection, analysis, display and application in adaptation planning

(c) Promotion of linkages with relevant institutions at the regional level

(d) Identification, analysis and management of key data to support adaptation planning and implementation, including rescue of legacy data

(e) Training workshops on data management, analysis, scenario analysis and visualization of data, including through the use of geospatial tools and modelling

making, including how to make such decisions considering the uncertainty of future climate change

(f) Access to key data and information to support adaptation assessment through NAP Central, including archival of data that could contribute to regional and global studies on adaptation

(j) Integration of NAPs into national development plans and priorities, including by facilitating recognition of climate risks and the need for adaptation within relevant policies, integrating climate change vulnerability and risks in the formulation of policies, and prioritizing resource allocation to the areas, sectors or populations most at risk

Support the LDCs in the integration of NAPs into development planning through the following:

(a) Outreach to planners, finance and sectoral focal points at workshops and events in addition to UNFCCC focal points

(b) Sharing of lessons from the LDCs and others on integration, including through NAP Central and at workshops

(k) Access to information and experience of others in applying different technologies in adaptation to facilitate the selection, installation and operation of appropriate technologies for local problems

Support the LDCs on adaptation technologies by facilitating access to information, working in collaboration with the Technology Executive Committee and regional centres with expertise in this area

(o) Capture and management of knowledge on impacts, vulnerabilities and adaptations, to build up a decision support system for future adaptation planning, including through the development of knowledge bases and expert or rule-based systems

Support the LDCs in generating knowledge on adaptation through the following:

(a) The development of knowledge bases/expert information systems that synthesize the best available knowledge on impacts, vulnerabilities and adaptation options, to be used in corroborating adaptation measures

(b) Compilations of successes and failures as well as sustainability issues associated with particular adaptation options

(r) Exchange of case studies, experiences, best practices and lessons learned in addressing adaptation at the national, regional and international levels

Promote sharing of information on case studies, experiences, best practices and lessons learned at multiple levels through NAP Central, publications, regional exchanges, workshops and other means

### Element C: implementation strategies

(h) Development of strategies, projects and programmes to support the implementation of specific adaptation activities under the NAP process, taking into account existing adaptation efforts and how financing is being provided

Support the LDCs in the design of implementation strategies through the following:

(a) Technical support on the design of programmes, projects and policies that implement NAPs

(b) Training through workshops and expert meetings, and regional exchanges

(c) Synthesis of experiences, best practices and lessons learned, through publications and exchanges at NAP meetings and workshops, and NAP Central

(p) Development and deployment of communications, public awareness and

Support the LDCs in raising awareness of the NAP process among

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*Support needs as identified in document FCCC/SBI/2012/27, paragraph 19*

outreach on adaptation and the facilitation of public access to information on climate change adaptation, including an easy to read short summary of the NAP process that could be used by the LDCs and translated into local languages

**Element D: reporting, monitoring and review**

(n) Design of effective monitoring and evaluation systems, including for overall coordination of work at the national or sectoral levels, in defining objectives and targets, selecting indicators and means of verification, identifying data sources and collection methods, supporting data and information management, undertaking special assessments, and facilitating reporting and review

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*Proposed activities*

different stakeholder groups through the following:

- (a) Information publications on NAPs in different languages
- (b) Training, through workshops and technical materials, on communications and outreach on adaptation
- (c) Facilitating regional exchange of information through various channels, including through NAP Central and the information portals of relevant organizations

Support the LDCs in the design of effective monitoring and evaluation systems, through the following:

- (a) Producing technical papers and training on the design and implementation of monitoring and evaluation systems at multiple levels
  - (b) Sharing of experiences in setting up effective coordination mechanisms at different levels in countries, for the monitoring and evaluation of adaptation
  - (c) Supporting the reporting on progress and effectiveness of the NAP process through information collection via NAP Central
  - (d) Promoting cohesion and collaboration with other relevant monitoring and evaluation efforts at the national and international levels
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