

Annex I**Recommendations to least developed country Parties on updating priorities in national adaptation programmes of action and on revising projects and project profiles**

1. The main steps in developing national adaptation programmes of action (NAPAs) are given in the annotated guidelines for the preparation of NAPAs,¹ prepared by the Least Developed Countries Expert Group (LEG), and include guidance on periodically reviewing risks and prioritizing activities. Given that it has been some time since the first NAPAs were completed, the LEG has identified the following reasons for updating or revising a NAPA, including:

- (a) Priority NAPA activities may have been implemented using bilateral funding or funding from other sources and technical cooperation, therefore the remaining priorities for which funding would be sought under the Least Developed Countries Fund may need to be revised;
- (b) In cases where only brief information has been provided on costs and details for implementation, a least developed country (LDC) Party may decide to provide revised cost information and/or additional project profile information;
- (c) In some cases, new risks and vulnerabilities may have become evident and the ranking of the urgent and immediate priorities in the NAPA may need to be revised, especially in cases when the NAPA was completed a year or more previously;
- (d) There may be a need to incorporate lessons learned from the implementation of NAPAs by other LDCs;
- (e) There may be a need to address additional information requirements in order to meet new project development guidelines, such as information required under the current guidelines for project development (using the project identification form (PIF) instead of the previous project development fund window that was in use when some of the earlier NAPAs were prepared);
- (f) There may be a need to provide simple revisions to the NAPA, such as details of revised costing of project activities, following the availability of new information. Information that would facilitate the preparation of PIFs could be added. Some Parties may choose to explain how a major project activity could be integrated into sector-wide plans.

2. The LEG proposes that LDC Parties use the following process and simple steps when preparing revisions to their NAPAs:

- (a) **Reviewing the NAPA and identifying the reason and starting point for the update.** LDC Parties could review their NAPA and assess whether an update is warranted based on the reasons contained in paragraph 1 above. Those Parties interested in updating or revising their NAPA should identify an starting point for the update;
- (b) **Reconvening a multi-stakeholder steering group to consider the updates.** It is likely that most countries will reconvene a NAPA steering group to compile updated information on the risks and status of the implementation of existing NAPA priorities. The group will reconsider the priorities and create a new list of priority activities and

¹ <http://unfccc.int/files/cooperation_and_support/ldc/application/pdf/annguide.pdf>.

updated project profiles as appropriate. The NAPA steering group will then prepare a revised implementation strategy;

- (c) **Endorsing the revised NAPA and the submission of the update to the secretariat.** Once the relevant updates have been prepared, it will be necessary for a formal submission to be endorsed by the relevant authorities at the national level, such as a national climate change coordination committee. Once the NAPA has been endorsed, the update will be submitted to the secretariat by the national focal point, clearly indicating the nature of the update in a covering letter. The covering letter and the document containing the update will become an addendum to the NAPA;
- (d) **Post-processing the update.** Upon receipt, the secretariat will update the records on the UNFCCC website and inform the Global Environment Facility and its agencies that an update has been submitted. The secretariat will then update the online database of NAPA projects in order to include the updated information;
- (e) **Analysing NAPAs.** The LEG will analyse the information submitted by Parties in NAPAs and through the databases of implemented projects and subsequent updates, and provide reports to the Subsidiary Body for Implementation to guide further discussions by all Parties on the progress made with the NAPA programme.