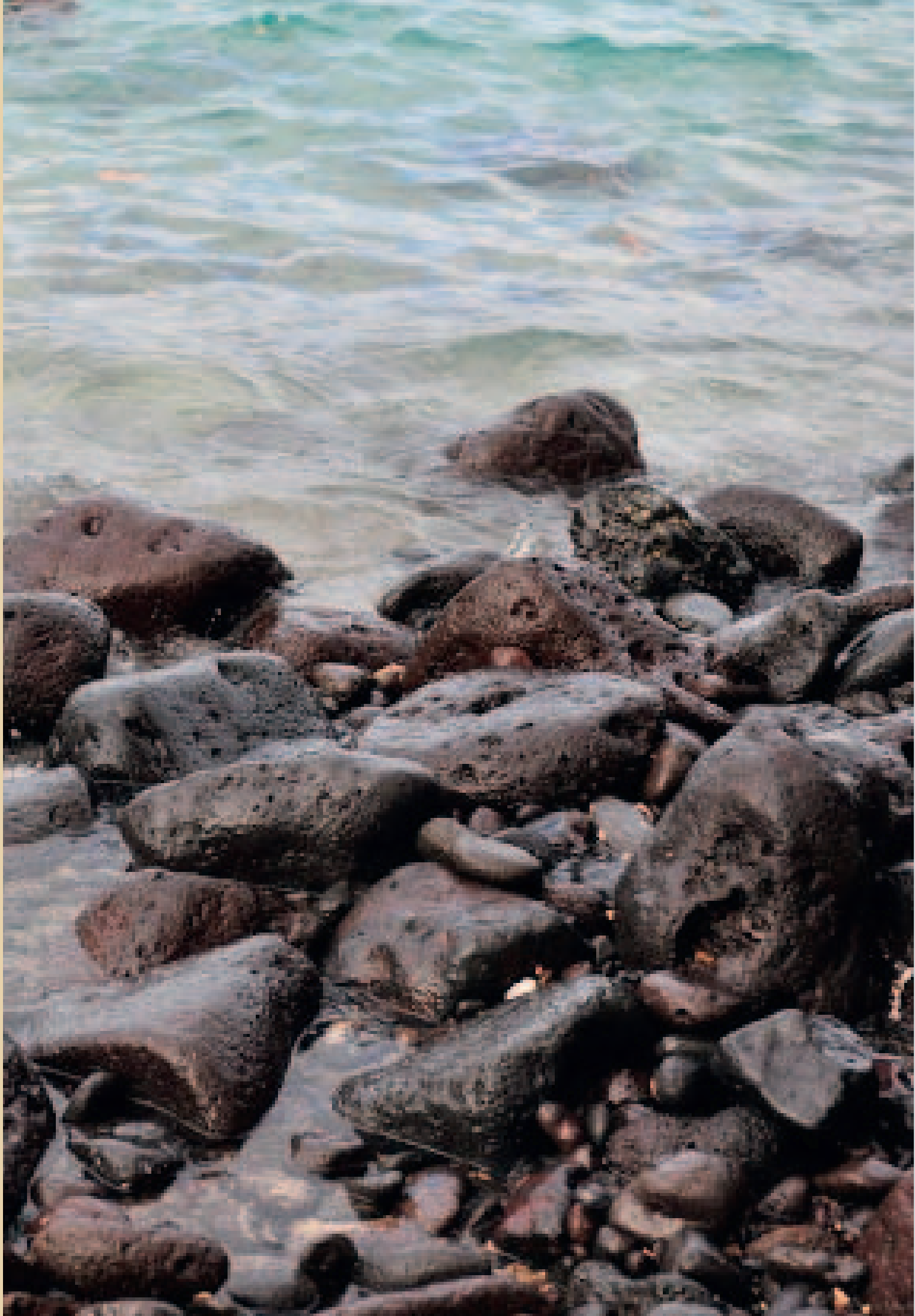


THE NATIONAL ADAPTATION PLAN PROCESS

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, to mainstream climate change risks, and address adaptation. The COP also acknowledged that, because of the level of development of LDCs, 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:

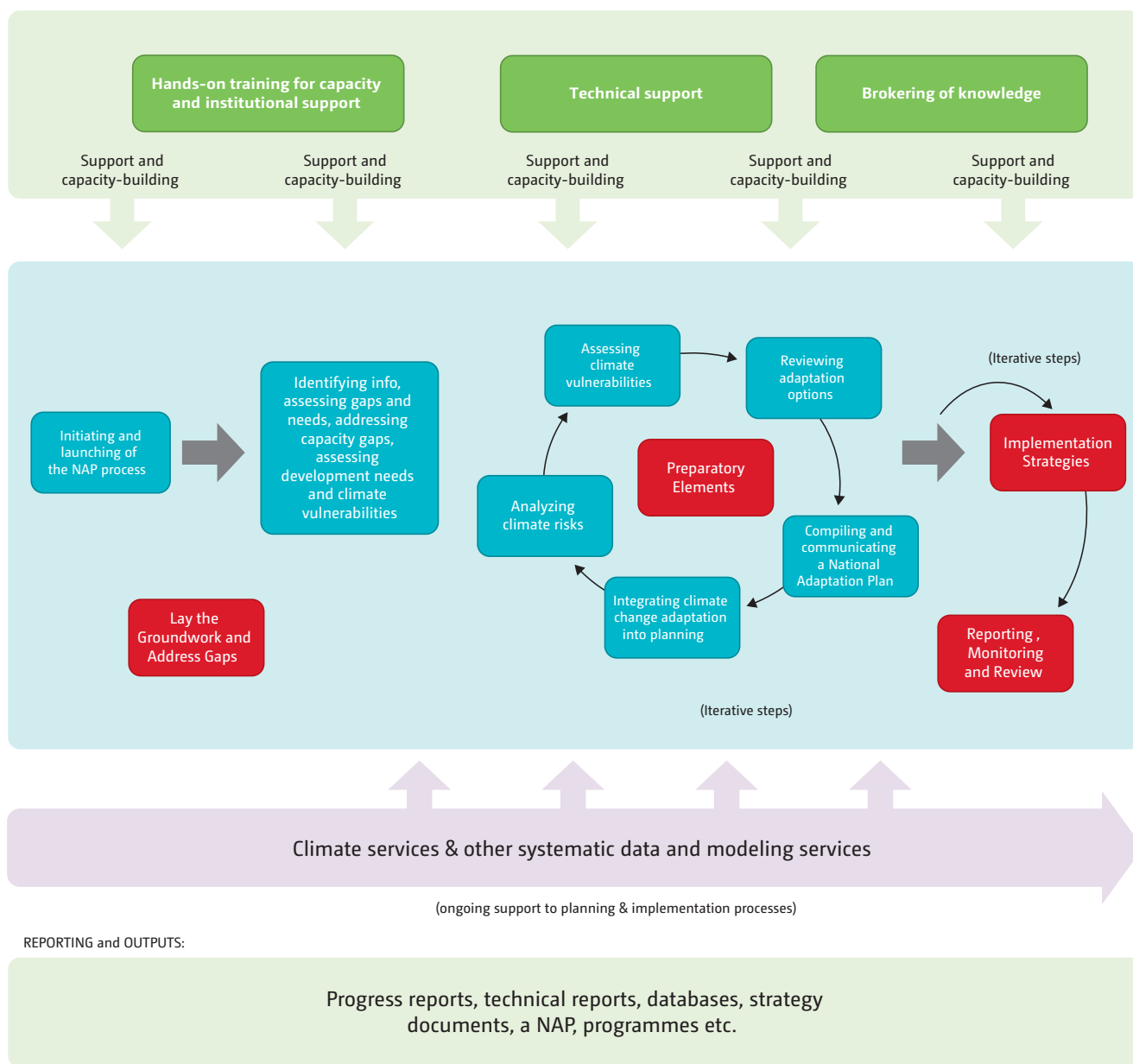
- (a) To reduce vulnerability to the impacts of climate change, by building adaptive capacity and resilience;
- (b) To facilitate the integration of climate change adaptation, in a coherent manner, into relevant new and existing policies, programmes and activities, in particular development planning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

This booklet reflects some insights from the LDC Expert Group (LEG) on possible ways to put the NAP guidelines into practice.

¹ Decision 5/CP.17, preamble paragraphs 4-6.

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 should rather 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**. The 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 implementation of planning for adaptation at the national level should be:

- 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 national plans and priorities can be integrated into the NAP process as appropriate;
- Coordinated with national sustainable development objectives, plans, policies and programmes. Coordination and coherence is an important element of the NAP process. The NAP process contains elements to coordinate adaptation with development at the national level.

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 a country-driven, gender-sensitive, participatory, and fully transparent approach. 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;
- 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 countries, 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 to respond to climate change on a sound scientific, technical and socioeconomic 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 problems associated with adaptation to climate change.
- National adaptation programmes of Action (NAPAs) – an element of the LDC work programme, provides a process for the LDCs to identify priority activities that respond to their urgent and immediate needs with regard to adaptation to climate change;

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.

Table 1 shows the elements, steps and key questions of the NAP process, Table 2 gives a summary of key steps while Table 2 shows the activities that countries can undertake in the NAP process. Table 4 shows some outputs from the NAP process based on experiences of some countries that have developed NAP-like processes.

The technical guidelines⁴ comprise four main elements, as described above. An indicative list of activities based on a broad literature review and inputs from stakeholders is given in table 3 and arranged into steps. It is important to emphasize that the planning of the activities, and how they are sequenced, will very much depend on national circumstances and will be determined by each least developed country Party. Where sufficient work has already been undertaken for a given step, the NAP process can simply take note and summarize the activities and advance to another entry point.

3 FCCC/CP.2011/9/Add.1 page 85–86.

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

TABLE 1. 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 (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 and lead the NAP process? What outputs are expected from the NAP process, and when? What will be the reporting arrangements to various stakeholders in the country? 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 these 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 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? Where are opportunities for the integration of 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 and needs 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"> What are current and expected future trends in the main climate variables based on recorded data and available climate scenarios? What are appropriate indices of climate trends which could support planning and decision-making?
2. Assessing climate vulnerabilities at the sector and other levels, and identifying adaptation options	<ul style="list-style-type: none"> How can sub-national climate and socio-economic trends be assessed? What are the key climate vulnerabilities at the sector and other sub-national levels? What are suitable adaptation options to address these?
3. Reviewing adaptation options	<ul style="list-style-type: none"> What are economic, ecosystem and social costs and benefits as well as potential unintended impacts of the adaptation options? How are decisions on prioritization made during national planning and how can these be applied to rank adaptation options and measures at the sectoral and sub-national levels?
4. Compiling and communicating a National Adaptation Plan	<ul style="list-style-type: none"> How will priority sectoral and sub-national adaptation options be integrated into a national adaptation plan? How will inputs of all relevant stakeholders be incorporated into producing a national plan? How can the NAP 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?

Steps	Key Questions
C. Implementation Strategies	
1. Prioritizing climate change adaptation	<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 and 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?
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 experience 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 NAP	<ul style="list-style-type: none"> What is the frequency and/or triggers for an update of the NAP and related outputs? Which of the previous steps of the NAP process would be repeated in order to produce an update of the NAP? How can the updating of the NAP 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 2. MAIN STEPS UNDER EACH OF THE ELEMENTS OF THE FORMULATION OF NATIONAL ADAPTATION PLANS⁵

ELEMENT A. LAY THE GROUNDWORK AND ADDRESS GAPS

1. Initiating and launching of the NAP process
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
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 at the sector and other levels, and identifying adaptation options
3. Reviewing adaptation options
4. Compiling and communicating a National Adaptation Plan
5. Integrating climate change adaptation into national and subnational development and sectoral planning

ELEMENT C. IMPLEMENTATION STRATEGIES

1. Prioritizing climate change adaptation
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 NAP
4. Outreach on the NAP process and reporting on progress and effectiveness

⁵ The elements A to D for the formulation of National Adaptation Plans are given in the Decision 5/CP.17, annex. 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 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. Operationalize the NAP process through support b. Conduct briefings to policy makers about climate change adaptation challenges and opportunities, and the NAP process in particular c. Create or enhance a national approach, and mandate, for the NAP process d. Define a framework and strategy as well as a roadmap for the NAP process
2. Stock-taking: 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 developing a (distributed) database for the NAP process d. Conduct a gap analysis to assess capacities and weaknesses, adequacy of available data and information, and resources 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 the formulation of the NAP 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 with a view to identifying risks to investment and opportunities for collaboration and realizing co-benefits (start with climate-proofing)
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 at the sector and other levels, and identifying adaptation options	<ul style="list-style-type: none"> a. Develop/downscale future climate change and socio-economic scenarios for sub-national target areas and sectors b. Assess vulnerability to climate change at the sectoral or other sub-national levels (by applying applicable frameworks) c. Rank climate change risks and vulnerabilities d. Identify and categorize adaptation options at multiple scales to address priority vulnerabilities

3. Reviewing 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
	b. Apply decision analysis to identify adaptation priorities at the sectoral and subnational levels
	c. Compile and communicate sectoral and subnational plans or strategies
4. Compiling and communicating a National Adaptation Plan	a. Aggregate sectoral and subnational adaptation priorities into a draft National Adaptation Plan through a stakeholder ranking process and avail the draft for review
	b. Integrate review comments into the prepared National Adaptation Plan and process its endorsement at the national level as defined in the mandate for the NAP process
	c. Communicate and disseminate the NAP and other NAP outputs 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 in planning
	b. Build and enhance capacity for integrating climate change in planning
	c. Facilitate the integration of climate change adaptation into existing nation 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 mobilization of resources
	b. Implement concrete adaptation measures based on the NAP (and other existing plans): policies, projects and programmes (modalities yet to be defined by the COP)
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 subnational 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

Element D. Reporting Monitoring and Review	
1. Monitoring the NAP process	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 of the NAP process
	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
	c. Collect information, throughout the NAP process, to apply the metrics developed above in monitoring the NAP process
	d. Compile and synthesize information from new assessments and emerging science, as well as the results and outcomes from adaptation activities being implemented, to support the review and update of the NAP and related outputs
2. Reviewing the NAP process to assess progress, effectiveness and gaps	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 (as described above)
	b. Compile and synthesize information from new assessments and emerging science, as well as the results and outcomes from adaptation activities being implemented, to support the review and update of the NAP and related outputs
	c. Integrate efforts to address inefficiencies and gaps identified during the review in relevant steps and activities of the NAP process
3. Iteratively updating the NAP	a. Update the NAP, and related documentation, according to a frequency specified in the national mandate or framework/strategy for the NAP, by repeating selected steps as appropriate
	b. Work towards aligning the production of updates of NAP outputs with relevant national development plans and strategies
4. Outreach on the NAP process and reporting on progress and effectiveness	a. Disseminate the NAP and related documentation to the UNFCCC secretariat, and to other relevant stakeholders, as these become available
	b. Provide information in national communications on progress and effectiveness of the NAP process

TABLE 4. SAMPLE OUTPUTS OF A NAP PROCESS

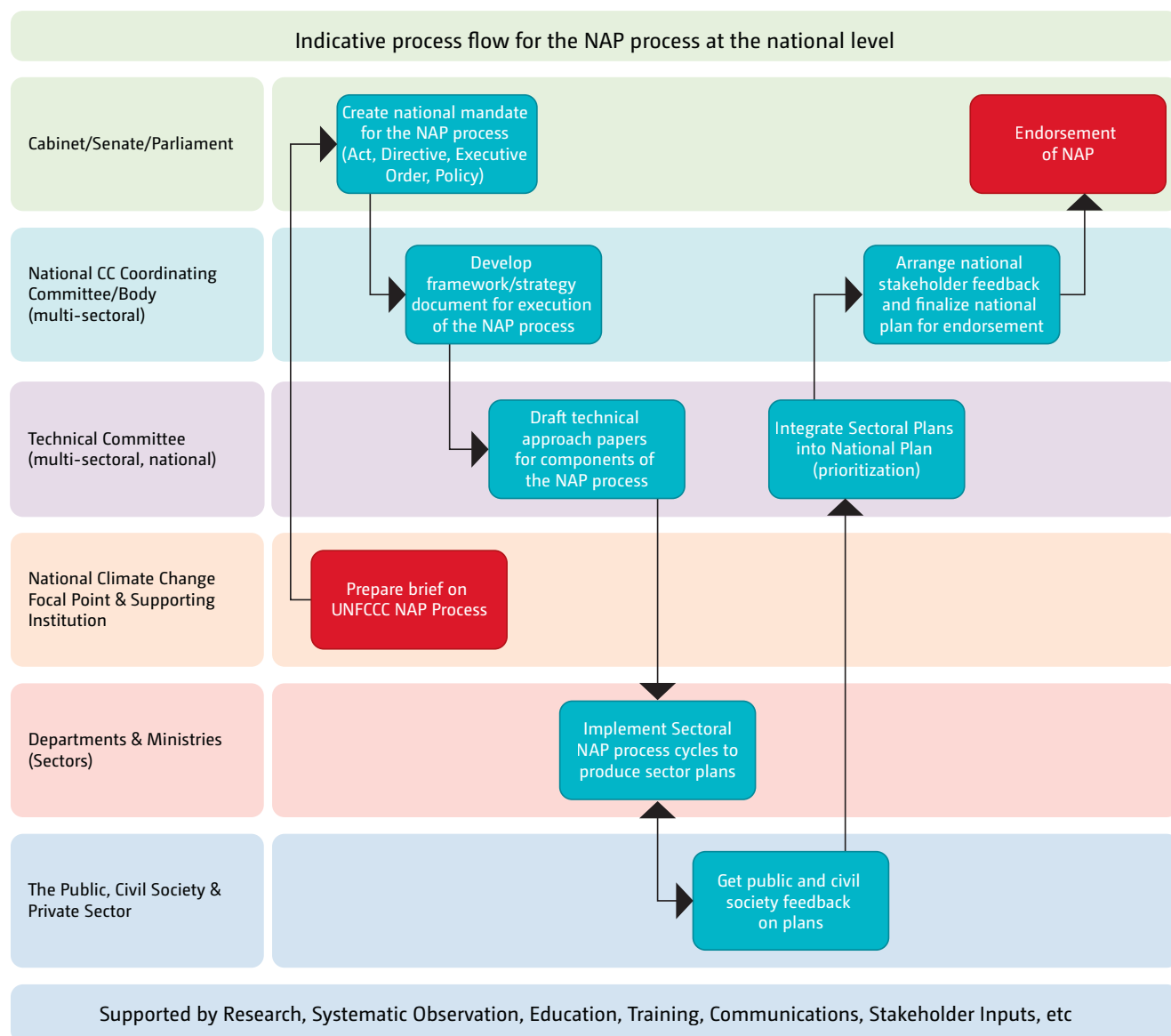
Steps	Indicative Activities	Sample Outputs
Element A. Lay the Groundwork & Address Gaps		
1. Initiating and launching of the NAP process	<ul style="list-style-type: none"> • Conduct briefings to policy makers about climate change adaptation challenges and opportunities, and the NAP process in particular • Create or enhance a national approach, and mandate, for the NAP process • Define a framework and strategy as well as a roadmap for the NAP process, including consideration of how the NAP process will be documented • Operationalize the NAP process through support and assignment of institutional responsibilities for overall coordination and leadership on aspects of adaptation 	<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. 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"> • Synthesize available analyses of current and future climate at the broad national/regional level • Initiate compilation and coordination of developing a (distributed) data and information base for the NAP process • Compile a knowledge-base of observed climate change impacts and vulnerabilities, and potential interventions • Conduct a gap analysis to assess capacities and weaknesses, adequacy of available data and information, and resources 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 the formulation of the NAP • 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, 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"> • Conduct a stocktaking of on-going and past adaptation activities • Compile information on main development objectives, policies, plans and programmes • Identify synergies between development objectives, policies, plans and programmes with a view to identifying risks to investment and opportunities for collaboration and realizing co-benefits (climate-proofing) 	<ul style="list-style-type: none"> • Stocktaking of adaptation activities report
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

Steps	Indicative Activities	Sample Outputs
2. Assessing climate vulnerabilities at the sector and other levels, and identifying adaptation options	<ul style="list-style-type: none"> Develop/downscale future climate change and socio-economic scenarios for sub-national target areas and sectors Assess vulnerability to climate change at the sectoral or other sub-national 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
3. Reviewing 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 Apply decision analysis to generate ranked adaptation measures Compile and communicate sectoral and subnational plans or strategies 	<ul style="list-style-type: none"> Report on appraisal of adaptation options Sectoral and subnational plans or strategies
4. Compiling and communicating a National Adaptation Plan	<ul style="list-style-type: none"> Aggregate sectoral and subnational adaptation priorities into a National Adaptation Plan through a stakeholder ranking process Integrate stakeholder inputs into the prepared national adaptation plan and process its endorsement at the national level as defined in the mandate for the NAP process Communicate and disseminate the NAP and other NAP outputs widely to all stakeholders in the country 	<ul style="list-style-type: none"> Draft NAP for stakeholder/public review Endorsed NAP
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 in planning Build and enhance capacity for integrating climate change in planning Facilitate the integration of climate change adaptation into different planning processes 	
Element C. Implementation Strategies		
1. Prioritizing climate change adaptation	<ul style="list-style-type: none"> Define national criteria for prioritizing implementation based on development needs and climate vulnerability and risk, and taking into account existing plans Identify opportunities for building on and complementing existing adaptation activities 	
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, those with primary responsibility for overseeing implementation, timing and sequencing of activities, and other on-going aspects of the NAP process including building capacity to act, improving data collection and dissemination, iterative assessments, etc. Implement concrete adaptation measures based on the NAP (and other existing plans): policies, projects and programmes (modalities yet to be defined by the COP) 	<ul style="list-style-type: none"> Implementation strategy for the NAP

Steps	Indicative Activities	Sample Outputs
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 subnational 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 	
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 of the NAP process For the areas identified above, define specific metrics for documenting progress, measuring and communicating levels of effectiveness and assessing gaps under the NAP process Collect information, throughout the NAP process, to apply the metrics developed above in monitoring the NAP process Compile and synthesize information from new assessments and emerging science, as well as the results and outcomes from adaptation activities being implemented, to support the review and update of the NAP and related outputs 	<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 (as described above) 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 NAP	<ul style="list-style-type: none"> Update the NAP, and related documentation, based on a frequency specified in the national mandate or framework/strategy for the NAP, 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 NAP
4. Outreach on the NAP process and reporting on progress and effectiveness	<ul style="list-style-type: none"> Disseminate the NAP and related documentation to the UNFCCC secretariat, and to other relevant stakeholders, as these become available Provide information in national communications on progress and effectiveness of the NAP process 	<ul style="list-style-type: none"> Information in national communication

FIGURE 2. AN POSSIBLE PROCESS FLOW OF A NATIONAL ADAPTATION PLAN PROCESS.

The institutional arrangements shown would be for the long-term, with the cycle of assessment, implementation, review and reporting, etc, continuing through planning cycles typical for the country. In many cases, the planning cycle is 3-5 years. 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 national adaptation plan (NAP) process. The LEG, through its work, has had the privilege to witness the challenges, the progress, and the achievements that the least developed countries (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 CURRENT MANDATE, 2010-2012

Name	Country
Ms. Pepetua Election Latasi, Chair	Tuvalu
Mr. Batu Krishna Uprety, Vice Chair, Anglophone Rapporteur	Nepal
Mr. Abias Huongo, Lusophone Rapporteur	Angola
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