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Matters relating to Article 4, paragraphs 8 and 9, of the Convention

Matters relating to the least developed countries

**Report on the sixteenth meeting of the Least
Developed Countries Expert Group**

Note by the secretariat**

Summary

This document reports on the sixteenth meeting of the Least Developed Countries Expert Group (LEG), held in Bangkok, Thailand, from 24 to 26 September 2009. The report includes a summary of the status of preparation and implementation of national adaptation programmes of action (NAPAs), as provided by the secretariat of the Global Environment Facility (GEF) during the meeting, and a summary of discussions on an approach to the assessment of the least developed countries work programme and support needed to fully implement NAPAs. Discussions held between the LEG and the GEF and five of its agencies both on NAPA implementation in general and on the content of a training workshop on NAPA implementation planned for October 2009 are also reported in this document.

* Exact dates within the sessional period are subject to confirmation.

** This document was submitted after the due date as a result of the timing of the meeting of the Least Developed Countries Expert Group.

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I. Mandate

1. The Conference of the Parties (COP), by its decision 29/CP.7, established the Least Developed Countries Expert Group (LEG) to advise on the preparation and implementation strategy for national adaptation programmes of action (NAPAs), and adopted the terms of reference of the LEG. According to these terms of reference, the LEG is to convene twice each year, and report on its work to the Subsidiary Body for Implementation (SBI).

2. In response to decision 8/CP.13, the LEG developed, at its thirteenth meeting, a work programme for 2008–2010,¹ which was considered by the SBI at its twenty-eighth session. The SBI, at its thirtieth session, requested the LEG to keep it informed of the efforts of the LEG in implementing its work programme over the period 2008–2010.²

II. Summary of the sixteenth meeting of the Least Developed Countries Expert Group

A. Proceedings

3. The sixteenth meeting of the LEG was held in Bangkok, Thailand, from 24 to 26 September 2009.

4. The COP, by its decision 8/CP.13, decided that the LEG may invite, when deemed necessary, the Global Environment Facility (GEF) and its agencies to its meetings. Furthermore, the SBI, at its twenty-eighth session, encouraged the LEG to seek to ensure the complementarity of its activities under its work programme with related efforts by the GEF, its agencies and other relevant entities.³ To this end, representatives of the GEF and five of its agencies – the Food and Agriculture Organization of the United Nations, the International Fund for Agricultural Development (IFAD), the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP) and the World Bank – participated in the sixteenth meeting.

5. During the meeting, the LEG focused its work on the following: reviewing the status of NAPA preparation and implementation (see chapter II B below); considering priority activities of the LEG work programme (see chapter II C below); considering the documentation of the implementation of NAPAs (see chapter II D below); considering lessons learned in the NAPA process (see chapter II E below), and reviewing progress on the implementation of priority activities contained in its work programme for 2008–2010 and identification of priorities for 2010 (see chapter III below).

B. Status of preparation and implementation of national adaptation programmes of action

6. On the status of preparation of NAPAs, as at 30 September 2009, 43 NAPAs had been submitted to the secretariat, and the representative of the GEF reported that five of the 48 least developed countries (LDCs) that have received funding for the preparation of NAPAs had yet to submit completed NAPAs, but most of these were at an advanced stage of preparation.

¹ FCCC/SBI/2008/6, annex I.

² FCCC/SBI/2009/8, paragraph 59.

³ FCCC/SBI/2008/8, paragraph 47.

7. On the status of implementation of NAPAs, the GEF reported on NAPA projects under its consideration. As at 24 September 2009, nine projects in Bangladesh, Bhutan, Burkina Faso, Cambodia, Cape Verde, Eritrea, Niger, Samoa and Sudan had received endorsement by the Chief Executive Officer (CEO) of the GEF, and at least 12 projects in Benin, Democratic Republic of the Congo, Djibouti, Gambia, Guinea, Lesotho, Mali, Rwanda, Sierra Leone, Tuvalu, Vanuatu and Zambia are expected to be endorsed by the CEO of the GEF before the end of 2009. Twelve project identification forms (PIFs) have been approved by the CEO of the GEF and the GEF Council from Comoros, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Liberia, Malawi, Mali, Maldives, Mauritania, Sao Tome and Principe, and Yemen, and two more PIFs are pending clearance by the CEO and approval by the GEF Council.
8. Five countries have submitted a NAPA and are preparing PIFs (Central African Republic, Madagascar, Mozambique, Senegal and Solomon Islands), and four countries have yet to start preparation of a PIF in cooperation with a GEF agency (Afghanistan, Ethiopia, Uganda and the United Republic of Tanzania).
9. As at 24 September 2009, in terms of the distribution of funds committed under the Least Developed Countries Fund (LDCF) for the 33 approved projects, the GEF reported that 67 per cent of the projects are in Africa, 30 per cent are in Asia, and 3 per cent are in the Pacific and Caribbean. Forty-two per cent of the projects are agriculture and food security projects, 27 per cent are vulnerability and risk management projects, 24 per cent are coastal management projects and 6 per cent are water management projects.
10. The following GEF agencies are currently supporting the implementation of NAPA projects: UNDP (supporting the implementation of 21 NAPA projects), World Bank (4), UNEP (3), IFAD (2), the African Development Bank (1), and UNDP and UNEP jointly (1).
11. The representative of the GEF informed the LEG that an adjustment was made to the LDCF based on available resources. Prior to June 2009, LDC Parties were able to access up to USD 3.6 million from the LDCF to fund NAPA projects, but since then LDC Parties have been able to access up to USD 5 million. Currently, there are no specific instructions for accessing the additional funds in cases where an LDC Party has already had access to USD 3.6 million under the LDCF. The representative indicated that an LDC Party can either submit a new proposal to access the additional funds, or if it is still in the process of developing its first project, it can adjust its application for funding accordingly.

C. Consideration of priority activities of the work programme of the Least Developed Countries Expert Group

1. Enhanced support to countries in the preparation stage

12. The LEG discussed the progress made by several of the countries that are still preparing NAPA projects and agreed to continue to identify and resolve problems as they arise. Members of the LEG were assigned to follow the specific cases of Nepal, Timor-Leste and Angola to ensure that any remaining obstacles are removed and that resource materials are provided to the NAPA teams as they carry out their work. It was agreed that a case file be opened and maintained for each of these cases.

2. Guidance to least developed country Parties for revising projects and project lists

13. As part of its work programme and in response to an invitation by the SBI at its twenty-ninth session,⁴ the LEG has developed a set of recommendations on how LDC Parties can update priorities in NAPAs, which would lead to revisions to the list of projects and project profiles. These

⁴ FCCC/SBI/2008/19, paragraph 58.

recommendations are contained in annex I to this report. Information on updating priorities in NAPAs is presented in a technical paper⁵ that the LEG has prepared to offer additional guidance to LDC Parties for the preparation and design of implementation strategies for NAPAs. The technical paper provides guidance to NAPA teams on the preparation of an implementation strategy as well as a set of key criteria and areas of importance for the reassessment by LDC Parties of their adaptation needs over time. The recommendations on updating NAPAs are also included in the *Step-by-Step Guide for Implementing NAPAs* (hereinafter referred to as the step-by-step guide).⁶

3. Completion and distribution of the Step-by-Step Guide for Implementing National Adaptation Programmes of Action

14. During the stocktaking meeting in 2007 the LEG took note of a request for it to develop guidance on implementation of NAPAs, to assist NAPA teams to navigate information requirements in preparing project proposals for funding by the GEF and other sources, and to provide easily accessible answers to common questions about technical aspects of project development. As a result, the LEG proposed at its thirteenth meeting that a step-by-step guide for the implementation of NAPAs be prepared.⁷

15. The LEG distributed a questionnaire among LDC Parties at the twenty-eighth session of the SBI on the status and preparation of NAPAs, in accordance with its work programme. At the fourteenth meeting of the LEG, the LEG and representatives of the GEF discussed the issues that arose from this questionnaire and agreed to explore the possibility of publishing a “Quick Guide” to accessing the LDCF.⁸

16. At its sixteenth meeting, the LEG, working in close collaboration with the GEF, decided to incorporate the Quick Guide into the step-by-step guide making it a single publication. This would ensure that LDC Parties receive consistent guidance on developing NAPA projects and would facilitate collaboration between the agencies of the GEF and the LEG and the GEF when responding to requests by the SBI for technical support and training.⁹ The step-by-step guide is currently available in English, and French and Portuguese translations are being prepared. The guide was distributed to participants at the first training workshop on implementing NAPAs that took place on 19–23 October 2009 in the United Republic of Tanzania.

4. Training on the implementation of national adaptation programmes of action

17. The LEG discussed plans for a comprehensive training plan aimed at strengthening the capacity of experts from LDC Parties to design and implement NAPA projects effectively. A series of regional training workshops have been planned between October 2009 and July 2010, which are to be organized with the assistance of regional centres and regional experts, as well as regional officers of GEF agencies. The LEG reviewed the training materials that had been prepared by a consultant and considered inputs and comments from the GEF and its agencies. The revised set of training materials, along with the step-by-step guide, were used in the first training workshop in October 2009 in the United Republic of Tanzania.

18. Thirteen LDC Parties have been invited to the first training workshop. A maximum of three participants from each LDC Party attended. Feedback received during and after the workshop will be used to enhance future workshops. An evaluation of the training workshops is also planned.

⁵ <http://unfccc.int/resource/docs/publications/ldc_tp2009.pdf>.

⁶ UNFCCC. 2009. *Step-By-Step Guide for Implementing National Adaptation Programme of Action*. LDC Expert Group, the GEF and its agencies. Available at <http://unfccc.int/resource/docs/publications/ldc_napa2009.pdf>.

⁷ FCCC/SBI/2008/6, paragraph 13.

⁸ FCCC/SBI/2008/14, paragraph 11 and 25 (a).

⁹ FCCC/SBI/2008/19, paragraph 57.

19. The rest of the training workshops are planned for the first half of 2010, subject to the availability of funds. The LEG is currently consulting with host countries to finalize dates.

5. Outreach on national adaptation programmes of action

20. The LEG launched several outreach products, including:¹⁰

- (a) A brochure on matters relating to LDCs under the Convention (available in hard copy and electronically);
- (b) A technical paper entitled 'Overview of preparation, design of implementation strategies and submission of revised project lists and profiles', which is part of the contribution of the LEG towards the work of the Nairobi work programme on impacts, vulnerability and adaptation to climate change (available in hard copy and electronically);
- (c) An enhanced web page called the Least Developed Countries portal;
- (d) A list of frequently asked questions (available electronically).

6. Support needed to fully implement national adaptation programmes of action

21. The LEG considered a working paper on support needed to fully implement NAPAs. Information contained in NAPAs submitted to the secretariat, project documents for NAPA implementation submitted to the GEF and other relevant information available as at 24 September 2009 was used to evaluate the type and level of support needed to fully implement NAPAs. The paper discussed needs for technology and scientific, human and institutional capacities at the local level to allow NAPAs to be implemented fully. The LEG decided to finalize the paper and disseminate it at the thirtieth session of the SBI and the fifteenth session of the COP.

7. Approach for the assessment of the least developed countries work programme, in particular the process for national adaptation programmes of action

22. The LEG took note of mandates for the assessment of the NAPA process, access to the LDCF and for the implementation of the LDC work programme.¹¹ As part of the activity in its work programme to develop an approach paper on assessing the NAPA process and the implementation of NAPAs, the LEG discussed the possibility of producing such a paper and the proposed terms of reference for conducting various assessments for consideration by the SBI at its thirty-first session. The draft terms of reference are included in annex III.

D. Documenting the implementation of national adaptation programmes of action

23. The LEG noted the various efforts made to implement NAPAs in addition to the projects being developed under the GEF and/or the LDCF. Programmes that are implementing activities identified in NAPAs in LDCs include the World Bank Pilot Programme for Climate Resilience, the Africa Adaptation Programme under the UNDP and funded by the Government of Japan, the Global Climate Change Alliance of the European Union and bilateral programmes, as well as national efforts. The LEG discussed the need to compile accurate information on the specific aspects of NAPAs that are being addressed outside of the GEF and/or the LDCF, and to include such information in the data compiled and analysed by the GEF on the implementation of NAPAs.

¹⁰ These electronic resources are available on the Least Developed Countries portal at <www.unfccc.int/ldc>.

¹¹ Decision 5/CP.14, paragraphs 4, 5 and 10.

24. The LEG decided on an approach that includes contacting relevant agencies and programmes to ask for information on the ways in which they are assisting in the implementation of NAPAs. The LEG will continue to conduct surveys with United Nations agencies in order to collect such information.

E. Lessons learned in the national adaptation programme of action process

25. During the discussions with the GEF and its agencies, it was noted that there are many useful lessons to be learned in the NAPA process regarding addressing adaptation. It was also noted that the regional training workshops provide an additional opportunity to collect more experience and lessons learned from experts from LDC Parties. The LEG decided to enhance efforts to capture lessons and good practice, and to produce a publication in 2010 that will communicate these lessons. The LEG will collaborate with the GEF and its agencies and other relevant stakeholders during the production of this publication.

III. Progress on priority activities for implementation for 2008–2009 and priority activities for 2010

26. In response to a request by the SBI at its twenty-eighth session,¹² the LEG considered which activities in its work programme for 2008–2010 should be given priority. A list of priority activities is presented in annex I to document FCCC/SBI/2008/14. At its sixteenth meeting, the LEG reviewed progress made in implementing its work programme and identified a list of additional actions needed in 2010, which is contained in annex II to this document.

¹² FCCC/SBI/2008/8, paragraph 50.

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.

Annex II

Updated priority activities of the work programme of the Least Developed Countries Expert Group for 2010

Activity^a	Progress made	Additional or remaining action identified at the sixteenth meeting of the Least Developed Countries Expert Group
Enhance efforts to support least developed countries (LDCs) with special needs with regard to the preparation and implementation of national adaptation programmes of action (NAPAs)	Ongoing. Support provided through reviewing draft NAPAs, providing resource materials and carrying out surveys to identify problems	<ul style="list-style-type: none"> • Members of the Least Developed Countries Expert Group (LEG) are to be assigned cases to ensure that the obstacles identified are removed • A case history file is to be created and maintained • The LEG is to assess needs for special training sessions for remaining countries to provide support for the preparation of NAPAs
Further support for NAPA preparation and implementation through preparation of a technical paper on NAPA preparation and development of implementation strategies	Technical paper prepared and distributed to LDC Parties at the thirtieth session of the Subsidiary Body for Implementation (SBI) in June 2009	Translations into French and Portuguese of steps for submitting revisions to NAPAs as presented in the <i>Step-By-Step Guide for Implementing National Adaptation Programmes of Action</i> (hereinafter referred to as the step-by-step guide) ^b are to be disseminated as soon as possible
Prepare and disseminate a step-by-step guide for the implementation of NAPAs	The step-by-step guide was completed and made available in hard copy as well as electronically	Translations into French and Portuguese of the step-by-step guide are under preparation and will be distributed soon
Organize training on the design of NAPA implementation strategies and preparation of projects based on the information contained in the step-by-step guide	The first of five regional workshops for anglophone African LDCs is planned to take place in October 2009, in collaboration with the Global Environment Facility (GEF) and its agencies and regional centres of excellence	<ul style="list-style-type: none"> • Four more regional workshops are planned for early 2010, subject to the availability of funding, for francophone African LDCs, lusophone LDCs and for LDCs in Asia and the Pacific, • A template needs to be designed so that information can be collected on lessons learned and best practice, as well as other relevant information for the assessment of the LDC work programme and for use during the training workshops

Activity^a	Progress made	Additional or remaining action identified at the sixteenth meeting of the Least Developed Countries Expert Group
Conduct a survey of LDC Parties, United Nations agencies and other relevant actors to collect information on the status of implementation of NAPAs	Ongoing. Surveys are being conducted with LDC Parties, United Nations agencies and other relevant actors to collect information on NAPAs	<ul style="list-style-type: none"> • The survey of LDC Parties is ongoing • Data collection is to be expanded on progress made in addressing NAPA priorities in LDC Parties by relevant projects and activities (Least Developed Countries Fund (LDCF), projects funded by the GEF, nationally-funded activities and activities by other relevant projects and programmes)
Conduct capacity-building and outreach activities as requested by LDC Parties at the 2007 stocktaking meeting and through surveys	Ongoing. Training activities, workshops and other forms of support	Ongoing. The LEG is to continue to respond to specific requests by LDC Parties
Summarize key aspects of NAPAs with a view to identifying key vulnerabilities, adaptation options by sector and opportunities for regional synergy and with a view to showing evidence of alignment with, and integration of NAPA activities into, national development priorities and plans	<ul style="list-style-type: none"> • A brochure on matters relating to LDCs under the Convention was published and distributed at the thirtieth session of the SBI in June 2009^c • Summaries of key vulnerabilities are included in various publications including the step-by-step guide • Outreach materials are made available through the Least Developed Countries portal 	Ongoing synthesis of NAPAs as more NAPAs are submitted
Conduct activities to promote synergy during implementation	<ul style="list-style-type: none"> • Multiple interactions with the other organizations and agencies on NAPA implementation, including the World Food Programme, the Food and Agriculture Organization of the United Nations, the International Strategy for Disaster Reduction and the United Nations Convention to Combat Desertification, in order to promote synergies in implementing projects at the country and/or local level • Exchange of experience at the regional level has been integrated into regional training workshops on the implementation of NAPAs 	Ongoing. Activities are to be continued and expanded

Activity ^a	Progress made	Additional or remaining action identified at the sixteenth meeting of the Least Developed Countries Expert Group
Catalyse action by United Nations organizations and bilateral and multilateral agencies in support of NAPA implementation and implementation of the LEG work programme	<ul style="list-style-type: none"> • Collaborated with the GEF and its agencies to produce a Quick Guide to the LDCF, which was incorporated into the step-by-step guide • Input and participation by the GEF and its agencies in the training workshops on NAPA implementation 	Ongoing. Activities are to be continued and expanded
Awareness-raising of the NAPA process with a view to advancing adaptation and encouraging effective implementation of NAPAs	<ul style="list-style-type: none"> • The LDC website was expanded and renamed the Least Developed Countries portal. It includes detailed information on NAPA projects and project profiles and information on the implementation of NAPAs • A technical paper entitled ‘Overview of preparation, design of implementation strategies and submission of revised project lists and profiles’, which is part of the contribution of the LEG towards the work of the Nairobi work programme on impacts, vulnerability and adaptation to climate change was completed and distributed at the thirtieth session of the SBI in June 2009 • Side events on the LEG and/or NAPAs held at each session of the SBI to present the status of NAPA preparation and implementation and for LDC Parties to launch their completed NAPAs 	<ul style="list-style-type: none"> • The Least Developed Countries portal is to be expanded to include information on the implementation of NAPAs under the LDCF and under other sources, and to present updates on projects under implementation • Materials for national NAPA teams are to be produced
Develop an approach paper on the collection of information for assessing the effectiveness of the NAPA programme and NAPA projects at the national and global level	An approach paper was developed and discussed at the sixteenth meeting of the LEG, and draft terms of reference were prepared to include other mandates for assessment and/or review of the LDC work programme and the LDCF. These terms of reference are given in annex III to this document	The LEG is to encourage LDC Parties to submit information, as early as possible in 2010 (the deadline set by the Conference of the Parties (COP) at its fourteenth session is 17 August 2010) ^d to enable the LEG to consider this information at its seventeenth meeting

Activity ^a	Progress made	Additional or remaining action identified at the sixteenth meeting of the Least Developed Countries Expert Group
Estimate the support needed (in the form of a report) to fully implement NAPAs, including costs, capacity-building, technology and institutional arrangements	This report has been completed and contains an estimate of the support needed to fully implement NAPAs and it contains information on additional support needs	<ul style="list-style-type: none"> • This report was presented at a side event at the resumed seventh session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention held in Barcelona, Spain, in November 2009 • This report is to be distributed at the thirty-first session of the SBI and the fifteenth session of the COP, in Copenhagen, Denmark, in December 2009
Responding to requests by LDC Parties	Ongoing. The LEG continues to respond to requests for information and technical support by LDC Parties	Ongoing. Activities will continue
Contribution to the United Nations 10- year review of the Brussels Declaration and the Programme of Action for the Least Developed Countries for the Decade 2001–2010 under the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and the Small Island Developing States (OHRLLS)	New activity	The LEG is to compile information on progress made on matters regarding LDCs under the Convention in implementing the LDC work programme and submit this information to OHRLLS in 2010
Providing input to the work of the GEF on facilitating the implementation of the remaining elements of the LDC work programme ^e	New activity	The LEG is to work with the GEF to discuss a possible approach for supporting the implementation of activities identified in NAPAs and of other elements of the LDC work programme identified in decision 5/CP.7 (in addition to NAPA preparation and implementation)

^a Summarized from document FCCC/SBI/2008/6, annex I.

^b UNFCCC. 2009. *Step-By-Step Guide for Implementing National Adaptation Programme of Action*. LDC Expert Group, the GEF and its agencies. Available at <http://unfccc.int/resource/docs/publications/ldc_napa2009.pdf>.

^c <http://unfccc.int/resource/docs/publications/ldc_brochure2009.pdf>.

^d Decision 5/CP.14, paragraph 4.

^e Decision 5/CP.14, paragraph 2.

Annex III

Draft terms of reference for the review of the experiences gained from implementing the least developed countries work programme, including experience gained in accessing funds from the Least Developed Countries Fund

I. Mandate

1. The Conference of the Parties (COP), by its decision 5.CP/14, requested the secretariat to prepare a synthesis report on the national adaptation programme of action (NAPA) process including preparation and implementation of NAPAs, taking into account information from the Global Environment Facility (GEF) and its agencies, information submitted by Parties and relevant organizations by 17 August 2010 on the preparation and implementation of NAPAs, reports of the Least Developed Countries Expert Group (LEG) and other relevant sources of information, for consideration by the Subsidiary Body for Implementation (SBI) at its thirty-third session.
2. By the same decision, the COP requested the SBI to review, at its thirty-third session, the experiences gained from implementing the least developed countries (LDC) work programme, including the experiences gained in accessing funds from the Least Developed Countries Fund (LDCF).
3. As part of the priority activities of its work programme for 2008–2010,¹ the LEG is to develop an approach paper on the collection of information for assessing the effectiveness of the NAPA programme and NAPA projects at the national and global level. The LEG decided to include information and analysis in this paper, which could contribute to the work of the SBI on the issues referred to in paragraphs 1–2 above.

II. Objectives

4. The review of the implementation of the LDC work programme, which will include the NAPA process, the LDCF and other elements contained in chapter I above, has the following objectives:
 - (a) To assess the effectiveness of the NAPA programme with regard to its stated goals and objectives;
 - (b) To assess the effectiveness of NAPA projects in addressing the adaptation needs of LDCs and their implementation at the national and global level;
 - (c) To compile information on progress made and experiences gained in the preparation and implementation of NAPAs, including on accessing funds from the LDCF;
 - (d) To compile information on experiences gained from implementing the LDC work programme;
 - (e) To identify best practices and lessons learned with a view to developing options for the enhanced implementation of the LDC work programme and in particular the implementation of NAPAs, taking into account additional needs and priorities.

¹ FCCC/SBI/2008/14, annex I.

III. Past reviews of national adaptation programmes of action and the Least Developed Countries Fund by the Least Developed Countries Expert Group and the Subsidiary Body for Implementation

5. In each of its reports to the SBI, the LEG provides an update on progress made in the implementation of the LDC work programme and in particular the implementation of NAPAs.

6. The LEG organized a stocktaking meeting in September 2007,² as part of a major effort to assess progress in the preparation and implementation of NAPAs. In this meeting, the following needs were identified for the preparation and implementation of NAPAs: teams and recruitment, institutional strengthening, language support, support and coordination, and project design. The experiences, best practices and lessons learned from NAPA teams are contained in the technical paper on preparation, design of implementation strategies and submission of revised project lists and profiles that has recently been made available.³ This technical paper links the steps in the NAPA preparation process to the needs and concerns of LDC Parties and contains potential improvements.

IV. Data collection: sources and additional needs

7. The review of the NAPA programme could involve the collection of information from the following sources: submitted NAPAs, priority documents on NAPA activities submitted to the GEF for accessing funds from the LDCF,⁴ relevant decisions by the COP, reports by the LEG, technical papers, working papers by the LEG on the preparation and implementation of NAPAs, reports to the COP by the GEF and relevant documents of the GEF Council, surveys by the LEG of LDC Parties regarding NAPA preparation and implementation,⁵ information submitted by Parties and relevant organizations by 17 August 2010 on the preparation and implementation of NAPAs,⁶ and other relevant reports.

V. Case studies

8. In-depth country case studies could be commissioned to collect detailed information to assist in the review of the NAPA process and the LDC work programme.

9. In addition, or as a second option, a profile of all countries could be created based on surveys conducted in previous years and submissions from Parties and relevant organizations. For the submissions referred to in paragraph 1 above, the LEG invites LDC Parties to submit their views in a structured manner, with information arranged according to the objectives of the review as presented in chapter II above.

VI. Analysis of data

10. The review of the NAPA programme would require the analysis of available information in order to address outcomes such as: adaptation benefits; access to funding, in particular access to funding from the LDCF; mitigation of risks; and ability to mainstream NAPAs into national plans.

² FCCC/SBI/2007/32.

³ <http://unfccc.int/resource/docs/publications/lde_tp2009.pdf>.

⁴ These documents are posted on the GEF website and include project identification forms, project preparation grants and project documents prepared for endorsement by the Chief Executive Officer of the GEF.

⁵ The survey was initiated at the twenty-eighth session of the SBI and is ongoing.

⁶ Decision 5/CP.14.

VII. Timeline and expected outcomes

11. The results of the reviews by the LEG will be presented to the SBI at its thirty-third session in the report by the LEG to the SBI. The report will summarize progress made, effectiveness of the implementation of the LDC work programme and identification of gaps in addressing priority needs of LDCs. The report could also include:

- (a) An assessment of how urgent and immediate adaptation needs have been defined;
- (b) Identification of needs and gaps and an assessment of external and internal factors and constraints that influence the effectiveness of the implementation of the NAPA programme, as well as lessons learned and best practices, future opportunities, challenges and barriers, and possible areas for improvement;
- (c) Key results and impacts;
- (d) Details of the sustainability of the LDC work programme and in particular the implementation of NAPAs and the extent of local, subnational, national and global engagement;
- (e) The consideration of relevant documents prepared for the fourth review of the financial mechanism under the Convention.

Proposed timeline for the work

Date	Session or meeting	Activity
December 2009	Thirty-first session of the SBI	Adoption of terms of reference for the review of the LDC work programme at the thirty-third session of the SBI
March/April 2010	Seventeenth meeting of the LEG	Stocktaking on progress made in preparing for the review
June 2010	Thirty-second session of the SBI	Report by the LEG on progress made in preparing for the review
17 August 2010	Not applicable	Deadline for submissions by Parties and relevant organizations to the secretariat of information on the preparation and implementation of NAPAs
September/October 2010	Eighteenth meeting of the LEG	Stocktaking on progress made in preparing for the review
December 2010	Thirty-third session of the SBI and the sixteenth session of the COP	Review of the LDC work programme and in particular of the NAPA programme and recommendations by the COP based on the findings of the review

Abbreviations: COP = Conference of the Parties, LDC = least developed country, LEG = Least Developed Countries Expert Group, NAPA = national adaptation programme of action, SBI = Subsidiary Body for Implementation.

Annex IV**Members of the Least Developed Countries Expert
Group as at 29 October 2009**

Mr. Mirza Shawkat Ali	Bangladesh
Mr. Ibila Djibril	Benin
Mr. Adérito Manuel Fernandes Santana	Sao Tome and Principe
Mr. Pa Ousman Jarju	Gambia
Mr. Benjamin Karmorh	Liberia
Mr. Erwin Künzi	Austria
Ms. Beth Lavender	Canada
Mr. Fred Machulu Onduri	Uganda
Mr. Russell Nari	Vanuatu
Mr. Ali Lishan	Maldives
Mr. Batu Krishna Uprety	Nepal
Mr. Jan Verhagen	Netherlands
