NATIONAL ADAPTATION PLANS

Table of steps, building blocks and sample outputs under each of the four   
elements of the NAP process

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| **Steps** | **Checklist of building blocks** | **Sample NAP outputs** |
| **Element A. Lay the groundwork and address Gaps** | | |
| 1. **Initiating and launching of the NAP process** | Briefing on NAP process  Coordinating mechanism  National vision and mandate for NAPs  Access to technical and financial support  NAP framework/strategy road map | * Mandate for the NAP process * Framework and strategy for the climate change adaptation * Funded project to support operations of the NAP process * Road map for the NAP process |
| 2**. Stocktaking: identifying** **available information** on climate change impacts, vulnerability and adaptation and **assessing gaps and needs** of the enabling environment for the NAP process | Stocktaking of adaptation activities  Synthesis of available knowledge on impacts, vulnerability and adaptation  Capacity gap analysis  Barriers analysis | * 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 | Building institutional and technical capacity  Opportunities for integrating adaptation into development  Programmes on climate change communication, public awareness-raising and education | * Strategy document(s) for capacity-building, awareness-raising, communication and education * NAP website |
| 4. Comprehensively and iteratively **assessing development needs and climate vulnerabilities** | Compile development objectives, policies, plans and programmes  Synergy between development and adaptation objectives, policies, plans and programmes | * Report on stocktaking of development/adaptation activities * Report on approaches for ensuring synergy between development and adaptation |
| **Element B. Preparatory elements** | |  |
| 1. **Analysing current climate and future climate change scenarios** | Analysis of current climate  Future climate risks and uncertainty/Scenario analysis  Communicating projected climate change information | * Report on climate analysis * Report on climate risks/Projected climate changes * Strategy for climate information services |
| 2. **Assessing climate vulnerabilities and identifying adaptation options** at sector, subnational, national and other appropriate levels | Climate vulnerability assessment at multiple levels  Ranking climate change risks and vulnerabilities  Scoping adaptation options | * Vulnerability and adaptation assessment report |
| 3. **Reviewing and appraising adaptation options** | Appraisal of adaptation options | * Report on appraisal of adaptation options * Sectoral and subnational plans or strategies |
| 4. **Compiling and communicating national adaptation plans** | Draft national adaptation plans  Finalization of NAPs and process endorsement  Communicate NAPs at national level | * Draft NAPs for review * Endorsed NAPs |
| 5. **Integrating climate change adaptation** into national and subnational development and sectoral **planning** | Opportunities and constraints for integrating climate change into planning  Building capacity for integration  Integration of adaptation into existing planning processes | * Report on Integration of adaptation into development |
| **Element C. Implementation strategies** | |  |
| 1. **Prioritizing climate change adaptation in national planning** | National criteria for prioritizing implementation  Identification of opportunities for building on existing adaptation activities |  |
| 2. Developing a (long-term) national adaptation **implementation strategy** | Strategy for adaptation implementation  Implementation of NAPs through policies, projects and programmes | * Implementation strategy for the NAP |
| 3. **Enhancing capacity** for planning and implementing adaptation | Strengthening long-term institutional and regulatory frameworks  Training at sectoral and subnational levels  Outreach on outputs at the national level and promotion of international cooperation | * National training and outreach programme (s) |
| 4. Promoting **coordination and synergy at the regional level and with other multilateral environmental agreements** | Coordination of adaptation planning across sectors  Synergy at the regional level  Synergy with multilateral environmental agreements (MEAs) | * Report on regional synergy * Report on synergy with MEAs |
| **Element D. Reporting, monitoring and review** | |  |
| **1. Monitoring the NAP process** | Identify (few) areas of the NAP process to monitor progress, effectiveness and gaps (PEG)  Define metrics for documenting PEG  Collect information throughout the NAP process to apply the metrics developed | * Metrics report/Monitoring Plan * Database of metrics |
| 2. **Reviewing the NAP process** to assess progress, effectiveness and gaps | Synthesis of new assessments & emerging science and the results and outcomes from implemented adaptation activities  Evaluate metrics collected to assess progress, effectiveness and gaps of the NAP process | * Evaluation report |
| 3. Iteratively **updating the national adaptation plans** | Repeat some steps and update NAPs and related documentation  Production of updates to the NAP outputs aligned with relevant national development plans | * Updated NAPs |
| 4. **Outreach on the NAP process and reporting on progress and effectiveness** | Disseminate the NAPs and related outputs to the UNFCCC secretariat and others  Provision of information in national communications on progress in and effectiveness of the NAP process | * Progress report and information in national communication |

***Source:***Least Developed Countries Expert Group (2012)*. National Adaptation Plans.  
Technical guidelines for the national adaptation plan process.* Bonn, Germany. December 2012. Available at <unfccc.int/NAP>.