NATIONAL ADAPTATION PLANS

TABLE OF STEPS, BUILDING BLOCKS AND SAMPLE OUTPUTS UNDER EACH OF THE FOUR ELEMENTS OF THE NAP PROCESS

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 - adaptation challenges & opportunities ☐ Coordinating mechanism ☐ National vision and mandate for NAPs ☐ Access to technical and financial support ☐ NAP framework/strategy and road map	» Mandate for the NAP process » Framework and strategy for 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 knoweldge 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 ☐ Finalize 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 ☐ Identify opportunities for building on existing adaptation activities	» Report on prioritization of adaptation in national development
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 NAPs
3. **Enhancing capacity** for planning and implementing adaptation	☐ Strengthening long-term institutional and regulatory frameworks ☐ Training at sectoral and subnational levels ☐ Outreach on outputs nationally & 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 ☐ Provide information in national communications on progress in and effectiveness of the NAP process	» Progress report and information in national communications

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>.*

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