

NAP-GSP

NATIONAL ADAPTATION PLAN GLOBAL SUPPORT PROGRAMME

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MINUTES OF THE SECOND PROJECT BOARD MEETING OF LDCF PROJECT 'ASSISTING LEAST DEVELOPED COUNTRIES (LDCs) WITH COUNTRY-DRIVEN PROCESSES TO ADVANCE NATIONAL ADAPTATION PLANS (NAPs)'

7 June 2014
Bonn, Germany

PROJECT BOARD MEMBERS PRESENT:

Ms. Ermira Fida , UNEP (co-chair)
Mr. Pradeep Kurukulasuriya, UNDP (co-chair)
Ms. Julia Wolf, FAO
Mr. Alex Simalabwi, GWP
Mr Roland Sundstrom, GEF
Mr. Batu Uprety, LEG
Ms. Rohini Kohli, NAP-GSP, UNDP
Mr. Paul Desanker,, UNFCCC
Mr. Angus Mackay, UNITAR

Ms. Marina Elena Villalobos Plat, WHO (via Skype)
Mr. Diarmid Campbell-Lendrum, WHO (via Skype)

PROJECT BOARD MEMBERS ABSENT:

Mr. Gernot Laganda, IFAD
Mr. Rawlestone Moore, GEF
Mr. Mozaharul Alam, UNEP
Mr. Prakash Bista, NAP-GSP, UNEP

OBSERVERS:

Ms. Esther Lake, NAP-GSP, UNDP-UNEP
Ms. Mariana Simões, UNDP
Mr. Dirk Snyman, UNDP
Ms. Felice VanderPlaat, UNEP

KEY BOARD DECISIONS:

1. The Project Board expressed satisfaction with the project progress thus far and agreed to continue close collaboration and support through the NAP-GSP to advance the NAP process for LDCs.
 2. The NAP-GSP workplan for 2014-2015 was approved by the Project Board. No substantial modifications were made to the project workplan approved in the original project document (see Annex 4).
 3. The project board recalled the original number (12) of LDCs to be supported under Outcome 1 of the approved project document. In the first project board meeting, based on country requests received this number was extended to 17 (see Annex 3). Since no criteria for further prioritization was suggested, the Board recommended that the support provided by the NAP-GSP be maximized to fulfil the 17 requests to the extent possible. It was recommended that the NAP-GSP team take regional balance into account while supporting countries.
 4. The project board called for more collaboration and engagement by partners for one on one support by using the NAP-GSP calendar, and synergizing NAP country support through ongoing initiatives and staff country missions from all the partner agencies.
 5. The Project Board directed the NAP-GSP team to develop criteria for extending partnership and respond to additional requests expressed by potential partner agencies: namely WMO, UN-HABITAT, UNICEF and WFP.
 6. The Board agreed to maintain Project Board Membership as is, whilst broadening the partnership through technical engagement and benefitting from additional support.
 7. The Project Board agreed that the project team should submit a side event plan for the COP 20 as UNDP / UNEP, which would preferably be held on-site, showcasing LDC participation. UNITAR agreed to work with the NAP-GSP team in developing and conducting the side event.
 8. The Project Board agreed to support the process of extending NAP support to Non-LDCs.
 9. A terminal evaluation of the project would be scheduled for the 2nd Quarter of 2015.
 10. The next Project Board Meeting is scheduled to be held in June 2015. The Project Board agreed to re-convene on the first draft of a terminal evaluation which could coincide with SBI. An 'informal' partner meeting for partners present at COP 20 was also suggested to be held in Lima, Peru.
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SUMMARY OF THE SECOND BOARD MEETING OF NATIONAL ADAPTATION PLAN GLOBAL SUPPORT PROGRAMME (NAP-GSP)

OPENING SESSION

1. The second Board Meeting of the NAP-GSP was held at the Maritim Hotel, Bonn, Germany, on Saturday 7 June 2014. The meeting was held in conjunction with the SBI 40 held in Bonn, Germany, where many of the board members were present.
2. Pradeep Kurukulasuriya, UNDP and Ermira Fida, UNEP chaired the meeting. Pradeep Kurukulasuriya convened the Board Meeting, and outlined the objectives of the meeting, namely:
 - a. To review the implementation status of the project, consider lessons learned, and review of the work plan for the year 2014-2015.
 - b. To build further synergies with the partner organisations on forthcoming NAP-related activities, suggestions and opportunities for alignment with NAP-GSP activities.
 - c. To review partner organisations' upcoming NAP-related activities for the forthcoming year and discuss opportunities for further collaboration
 - d. To agree NAP-GSP activities for 2014-2015, and adopt the project workplan for the forthcoming year.
3. There were no further amendments / additions and the agenda was adopted (See Annex 1).

SESSION 1

Implementation status of the project, lessons learned, and review of the work plan

4. Rohini Kohli overviewed the progress of the project to date, and outlined key milestones and activities achieved by the project during the year 2013-2014. She presented the programme activities completed in Year 1 (2013-2014). She noted that:
 - a. Outcome 2: Three Regional Training Workshops had taken place in 2014 (Asia – Pattaya, Thailand, 17-20 February 2014, Anglophone and Francophone Africa – Addis Ababa, Ethiopia, 14-17 and 21-24 April 2014, respectively). These 4-day trainings provided orientation and support for the NAP process. They had been broad-based in terms of country level participation, involving 41 countries and 123 participants from Ministries of Finance, Planning and Environment. Each country team that participated developed NAP process time-lines aligning with elements of NAP Technical Guidelines to discuss with their ministries, back in their countries.
 - b. Outcome 1: One-on-one support is ongoing with follow-up with the 17 requesting countries (See Annex 2 for the list). This is done in collaboration with the UNDP Country Offices.¹ The support by the GSP in this component is developing along the following lines:
 - Providing virtual and mission support for preliminary discussions on how to start, presenting the NAP process to country stakeholders, and requests for stock-taking and road-maps: These countries include but are not limited to Cambodia, Niger, Comoros, Congo DRC, Nepal, Burkina Faso and Bangladesh. Missions have taken place in collaboration with GIZ (Cambodia) and GWP and UNITAR (Niger). UNDP has done several missions independently.

¹ Outcome 1 is also being synergised with: (1) UNDP, UNEP, The GEF Secretariat, LEG, UNFCCC, WHO, Global Water Partnership, GIZ, FAO, IFAD, UNISDR and UNITAR (2) Joint programmes of UNDP and UNEP -- Poverty-Environment Initiative (PEI), National Communications Support Programme, Green Climate Fund Readiness Programme (3) UNDP's ongoing work readiness, access to and governance of climate change finance, Climate Public Expenditure and Institutional Reviews (CPEIRs), economics of adaptation, and Boots on the Ground programme.

- Providing virtual and mission support for specific technical needs for the NAP process. Areas such as advice supporting coordination, laying the ground-work for climate scenarios, appraisal of adaptation options, economics of adaptation, linking climate finance to the NAP process are emerging as needs in countries including but not limited to countries such as Malawi, Gambia, Senegal and Benin among others.
- c. Connecting Outcome 2 and Outcome 1: The Regional Training Workshops were being followed up by one-to-one country level support according to expressed needs, on an ongoing basis. Virtual follow-up on country needs is taking place with all countries that participated in the training work-shops to clarify how they are advancing on their NAP process using the timelines developed.
 - d. Outcome 3: Knowledge sharing tools have been developed such as the NAP-GSP portal platform on UNDP-ALM; use of additional networks like APAN, IISD web-page – regional training and country updates, e-news and audio-visual products such as the NAP-GSP/UNITAR film. The face to face regional work-shops under Outcome 2 have also served South-South exchange (Africa and Asia participants); North-South exchange including experience sharing from Korea, Germany and the United States and Exchange between LDCs and other developing countries. Other forums include COP19; South-South Dialogue on EbA.
 - e. Lessons learnt and main findings:
 - Most LDCs agree that NAP is both a process and a document. The document is viewed as key step by countries.
 - The connection between the NAPA and NAP process is an important concern for countries. In particular for those who have challenges with NAPA implementation
 - Climate finance for NAP is a priority for most countries including finance for implementation
 - Institutional coordination is a challenge for all countries. Exchange of experiences can promote learning
 - Broadening the NAP process beyond environment ministries to integrate with planning and budgeting processes and national development strategies is a long term process
 - Regional thematic workshops provide an avenue for technical training as well as South-South exchange
 - f. To date, the NAP-GSP team has received requests for support from 26 LDCs, which is a rise from the original 12 LDCS at the time of the First Project Board Meeting, which rose to 17 once project activities began to scale up in October 2013.

2. Feedback on the implementation status of the project was elicited from Board Members.

Roland Sundstrom requested clarification on the ‘starting point’ of the NAP-process in country – since many entry points and opportunities exist. RK stated that the NAP-GSP was working to identify (1) existing policy entry points such as Climate Change Strategic Plans, Adaptation Strategies, and significant climate change adaptation mainstreaming adaptation ongoing initiatives which can be connected to the NAP process (2) existing coordination structures such as the Climate Change Commissions/Councils and Working Group, most of which are led by Ministries of Environment. The NAP-GSP is trying to provide an awareness of the need for stronger partnerships with Planning and Finance Ministries. The initial meetings of in-country of coordination structures that already exist,

with ministries of environment, line ministries, planning and finance ministries could be considered a starting point. The NAP-GSP can support these in-country discussions by briefing these coordination structures about the NAP process, as the information about this among key stakeholders is very limited in-country.

3. Paul Desanker requested clarification of the support to number of countries, in particular if there was any criteria for prioritization to avoid countries getting less support than they have requested, and to avoid project resources to be stretched thin. He further enquired on ways to ensure that the stated needs are representative of the country's requirements. RK stated that the project board had already agreed on support to the 17 in the first project board meeting in 2014, so depending upon the discussion with the UNFCCC focal point, the Terms of Reference for NAP-GSP were being drawn up. In some cases the requests are fairly broad – stock-taking and road-maps, and in some cases specific support is required such as facilitating a NAP work-shop, or providing a technical expert. The limited resources of the project mean that fulfilling the requirements of technical assistance require the active engagement of not only the NAP-GSP but also partners to specifically deploy staff members/experts to the in-country missions.

To try and get as many views on the stated needs in country, country missions try and elicit 25-30 interviews with different parts of government to be conducted in country, to identify the NAP-related support needs. The LEG Guidelines are used as a guide to framing the questions in the interviews. These interviews often also check for views on which coordination/structure ministry has the potential role and could have the mandate to coordinate the NAP-process in-country.

4. Angus Mackay raised the issue of the 'scale up' of LDCs being supported by NAP-GSP in terms of an 'inflation' in the country requests for support. He requested that the board reach an agreed consensus on the countries to be supported, and questioned whether the NAP-GSP should continue to accept requests from LDCs.

Pradeep Kurukulasuriya stated that the number of requests from LDCs should not be limited. – but that the support provided should be targeted to maximize all NAP-related initiatives ongoing in-country.

Rohini Kohli stated all LDCS from Africa, Asia and Haiti were invited to the NAP-GSP Regional Training Workshops. While the original pro-doc, specifies support to 12 countries, currently the NAP-GSP is coordinating on an ongoing basis with the 17 countries through a combination of the NAP-GSP, partners and also through UNDP Country Offices in some cases. She indicated there is a need to manage expectations of the the level of NAP-support on offer. The NAP-GSP would need additional resources to meet the requests of additional requesting countries.

5. Diarmid Campbell-Lendrum stated that there were some challenges in scheduling support for the in-country missions - in streamlining the coordination and support provision. He encouraged the NAP-GSP team to continue to find ways to increase partner coordination and intersectoral activities in-country.
6. Batu Uprety stated that there had been marvelous work achieved in a short period by the NAP-GSP team. He underlined the need to keep in touch with the network of 2-3 LDC representatives from each country after the AP-GSP Regional Training Workshops, and provide follow-up on the training. He also emphasized the need for a regional balance in the support to be provided by the NAP-GSP to countries.

He asked whether there is a common understanding on the NAP process, and whether the NAP Technical Guidelines are helpful in promoting the process in the LDCs, and any shortcomings of the guidelines. Rohini Kohli indicated that guidelines are good, but they are nevertheless difficult for some countries to understand and implement. She stated that many countries have voiced the

requirement for actions and results – i.e. that process is important – but they need to see actions. In this context, a ‘results based framework’ or indicative NAP-process actions/results as an adjunct to the LEG Technical Guidelines could be useful to countries.

Ermira Fida stated that these were useful comments from the LEG chair, and indicated that the NAP-GSP team has been following up from the workshops, including the draft outline roadmaps the country teams they developed in the workshop. In terms of actions, some countries have taken concrete actions including The Gambia and Rwanda. Both countries returned from the workshops and convened in-country meetings on NAP process. This was followed by requests to the NAP-GSP for international consultants to assist with the detailed roadmap. In Rwanda, further actions have now been taken. They have outlined a NAP PIF which is being finalized. She further conceded that the LDCs are at many different stages, and require specific individual strategies to follow up on actions taken during the workshops.

7. Alex Simalabwi queried whether there was the option to conduct in-country National Workshops as part of the in-country missions to strengthen the inter-sectorial/ministerial efforts on NAPs by engaging the technical officers. He indicated that for example, the GWP conducts many workshops through the SDI, which can incorporate NAP support, and further encourage the inter-sectorial coordination aspects through partner support to the NAP-GSP.

Pradeep Kurukulasuriya welcomed this suggestion and stated that conducting national level workshops would depend on the individual country context and stated requirements, and also what arrangements could be made with programme partner participation and support. Batu Uprety voiced agreement that in many cases some national level training activities would further support NAP orientation for LDCs and encourage programme inter-ministerial activities in support of the NAP process.

8. Rohini Kohli presented the upcoming workplan for 2014-2015, with reference to a PPT indicating specific activities planned, and an explanation of how the workplan will ensure the project meets the stated objectives. Esther Lake presented the knowledge management, communications, networking and outreach tools and initiatives which are ongoing, as well as the upcoming knowledge management activities and plans for Year 2 - 2014-2015 (see Annex 2).

SESSION 2

Building Synergies

1. Pradeep Kurukulasuriya acknowledged the considerable efforts of programme partners in their participation in the provision of NAP support to LDCs. He invited partner organisations to provide an update on forthcoming NAP-related activities, as well as to provide suggestions and opportunities for alignment with NAP-GSP activities.

UNITAR

2. Angus Mackay outlined the specific elements of UNITAR NAP-GSP support. This includes direct one-to-one national support to missions in 4 countries (which includes the Niger mission conducted in Year 1, as well as 3 other missions to be determined). He stated that the specific role of UNITAR is to consider the skills development underpinning the NAP process, which involves support to refocusing the high level decision makers to consider NAPs. UNITAR provided considerable support to the NAP-GSP Regional Training Workshops in terms of gathering country experiences and supporting peer-to-peer (South-South) learning and sharing through video interviews. Angus Mackay indicated that the sharing of the training workshop materials, whilst valuable, was not enough to ensure the lessons are learned and maintained. Rather, there is a need for learning packages which incorporate the training materials and provide a ‘way through’ the training process. The need for specific technical leadership training has been identified through the country requests, and UNITAR has the capabilities

to support the development of accessible training packages and materials to dress this specific capacity gap.

He also elicited views from the project board on whether regional leadership training activities as envisaged under the UNITAR NAP-GSP workplan may be better delivered at the country level instead.

GWP

3. Alex Simalabwi highlighted the NAP-support requirements in Africa which led to the engagement of GWP in a more formalised manner through an MOU with UNDP and GWP in April 2014. This institutionalises the arrangement in support of NAP processes and maximises ongoing synergies and activities of UNDP and GWP, through a commitment to provide ongoing technical and financial support and resources for NAP-related long term adaptation initiatives.

He outlined the upcoming activities of GWP (through WACDEP) which can be aligned to NAP-support. These include workshops planned in Ghana, Tanzania, Rwanda, Burkina Faso, Mozambique, Zimbabwe and Cameroon. These workshops include capacity-building components, targeting public sector planners. The main focus is to develop understanding on how to undertake resilient development relating to water and other development sectors, as well as river basin management. There are strong links to the NAP process through the focus on financing and longer term climate change adaptation planning. In addition, GWP is conducting South-South Knowledge exchange with Africa and the Caribbean. Alex Simalabwi noted that South Asia regional SAARC workshop could be utilized in support of NAP processes, as well as the Economics of Adaptation Regional Workshop in Asia/Africa in last quarter of 2014.

LEG

4. Batu Uprety encouraged the NAP-GSP to continue to align closely with the LEG guidance and activities and inform the LEG of programme progress, missions and actions.

He requested an update on the plans for the Regional NAP training in the Pacific. He raised the issue that many of the e-learning plans and Outcome 3 deliverables were thus far internet based, which may not always be entirely suitable in the LDC context.

He encouraged the NAP-GSP to develop ongoing networking, training and communications aspects offline in parallel with the online initiatives, to best provide knowledge management services to the LDCs.

UNFCCC

5. Paul Desanker stated that the UNFCCC activities to actively plan for in conjunction with the NAP-GSP include the NAP Expo in August 2014. He indicated that the NAP-GSP could consider a side event or stand to highlight the work of the programme at this event.

He stated that the LEG is working on technical support aspects, including the design of a training manual on NAPs manual. He encouraged the avoidance of parallel guidance tools and underlined the need to coordinate the various sectorial supplements to the LEG Technical Guidelines which are in process.

He gave an update on the process of NAP Central, which is designed on a SharePoint system, with CMS integrated. The design, layout, framework and taxonomy have been developed and formalised. He encouraged that the same language and taxonomy should be adopted by all partners to the NAP-GSP following the same language, and that this should be used in all NAP discussions and trainings to avoid confusion and promote cohesion. He raised the issue of Non-LDCS support for NAPs, and encouraged integration across the programmes. He briefly reviewed the proceedings and outcomes of

the LEG Technical Meeting in Dar es Salaam in February 2014. As an outcome of agreements during the LEG Technical Meeting, the LEG is working on technical outputs and papers involving the NAP process in LDCs, Gender & NAPs / M&E Tools / Quick Guide to NAPs and NAP FAQs.

WHO

6. Diarmid Campbell-Lendrum outlined the WHO contribution and plans as relates to NAPs. These include:
 - a. Direct Health NAP support: WHO have guidance for health sector aligned with the LEG Technical Guidance. WHO is already supporting Ministries of Health in LDCs to write the health sections, through regional workshops. WHO plans to follow up more systematically to monitor quality and progress. This includes proposing a systematic framework for monitoring health resilience to climate change.
 - b. A Health V&A assessment is being conducted in 4 countries, supported by GIZ.
 - c. A new generation of projects with Health-NAP aspects are being undertaken. Currently there are GEF and DFID projects in 11 countries, as well as planned GEF LDCF regional projects with UNDP.
 - d. Capacity development has been identified as an important requirement by NAP-GSP, as well as by WHO. To address this, WHO has developed a more programmatic approach to curriculum development, Training of Trainers etc. In addition, WHO is feeding the health component into UNITAR's UNCC Learn.

UNEP

7. Ermira Fida outlined briefly the some additional UNEP aspects which are aligning with the NAP process. Specifically, UNEP is working together with Conservation International and a wide range of other CSO partners to integrate Ecosystem-based Adaptation (EbA) into the NAP process. This includes the development of a supplement / guidance on integrating decisions and support links with NAPs. There are ongoing links with NAP-GSP and other UNEP adaptation programmes, and UNEP will continue to maximize these links in support of the in-country NAP process. At UNEA, a resolution was adopted on EbA for UNEP and UNDP to continue to collaborate together, and with other relevant institutions and organizations to integrate ecosystems as key element in national adaptation planning processes, according to the guidelines of the UNFCCC, also taking into account guidance developed under the Convention on Biological Diversity.

FAO

8. Julia Wolf stated that adaptation has been framed under FAO Adaptation Framework – which includes tools for vulnerability analysis. FAO is part of the NAP process in Cambodia, Malawi and Niger, specifically in advising on strategies for the agricultural sector etc. FAO is working to obtain bilateral funds to support aspects of the NAP process in Mozambique, Rwanda and Uganda. FAO is now very active in the development of sustainable fisheries resources and through the NAP process would like to encourage an inter-sectorial / inter-ministerial approach to management of fisheries.

The FAO has drafted a paper entitled: 'Supplementary Guidelines to Support the Integration of Agriculture into National Adaptation Plans' which includes an outline of the specific climate change impacts on agriculture and the specific vulnerability of developing countries. Food security aspects are considered, as well as cross-cutting categories of relevance to agriculture. The paper considers building on the NAPAs as relates to agriculture, with the aim of enhancing medium and longer term resilience. The draft will be submitted to a stakeholder consultation at the UNFCCC SBI in Bonn, on 9 June 2014. The finalization of the NAPs supplementary agricultural guidelines is intended for the COP 20 in Lima, Peru. The draft was developed through the contributions of FAO technical officers, including meso level policy and planning personnel.

UNDP

9. Pradeep Kurukulasuriya stated that the NAP-GSP is closely aligning with the initiatives for climate finance readiness, on the platform of work engaged with Ministries of Planning and Finance, with the overall goal of mainstreaming longer term adaptation planning into sectoral planning processes. Supporting and enhancing capacity building and linking to ongoing initiatives is a key programme goal. One example is alignment with the USD 50 million EWP Programme. Other linkages are the Economics work in Africa with GWP and with USAID in Asia and the Pacific. These key ongoing opportunities are being utilised to develop and transfer the necessary skills to enhance NAP development.

He indicated that one way to mobilise multiple sources of finance to support the NAP work could be a UN REDD type arrangement, which could coordinate support from multiple agencies to resource them in a meaningful way in the longer term. Through the programme we are maximizing synergies and meeting needs through limited programme resources - we need to find the most efficient way to operationalize this efficiently. There is a need to meet the additional needs of more countries requesting support under the programme. The work on supporting the non-LDCs NAPs has started – following the similar arrangements of the NAP-GSP. The projects must be considered together in alignment. Other agencies including WFP / UNICEF / HABITAT may also become programme partners.

The GEF

10. Roland Sundstrom encouraged the NAP-GSP to consider the project document outcomes and what was set out to be achieved. He acknowledged that the programme deliverables had been exceeded already in some instances, and that the scope of the project has altered in terms of countries engaged and supported.

He welcomed the strong participation and alliance with GWP in the NAP support process, particularly as regards the integrated river basin management aspects, which are traditionally strong under The GEF. He highlighted the new support initiative for non-LDC NAPs from The GEF LDCF of USD 4.5 million. He highlighted some strong KM initiatives from the NAP-GSP and indicated the importance of investment in KM to synthesise what is being done under the NAP-GSP with what is being done through other parallel and aligned projects to maximize impact and ensure no-duplication.

Roland Sundstrom raised the issue of NAP-GSP at the COP 20, and ways to highlight the programme. He acknowledged that there was an inevitability that there would be an additional proliferation in demand for support, and stated that the way to manage this was mainly to ensure resources are deployed in a coherent way at the country level, supported by effective coordination and communication.

11. Pradeep Kurukulasuriya responded to the programme partner inputs. As pertains to the GWP MOU, he stated that the advantage is the ability to respond to specific in-country requests more effectively. Resource needs can be met by GWP with technical support in UNDP through this combined effort. As regards programme progress on the workplan, he outlined the plan to commission an independent evaluation in early 2015, which would overview the NAP process developments at country level, capturing the specific requests, and support provided. He indicated that the measure of success of the project is what we can deliver in terms of process support with the LDCF funds. He emphasized that although the broader issues were being carefully considered to ensure effective and sustainable NAP support and to situate the project in the broader context, the success of these broader initiatives which together lead to a consolidated NAP do go beyond the project scope.

SESSION 3

Discussion on activities, opportunities for further collaboration and adoption of project workplan

1. The Project Board considered the requirements of project M&E, and the challenging nature of evaluation for the NAP-GSP. Roland Sundstrom underlined that whilst project outputs is the focus, the donors will be looking for enhancement of institutional capacity, and will consider actual learning and development achieved in support of the NAP process, not just actual participants in workshops and in-country meetings. Rohini Kohli referred to the project document which indicates the support extended to 12 countries and their level of sensitization and enhancement of the NAP process.

Ermira Fida acknowledged the difficulty of indicating enhanced capacity as part of programme M&E. She indicated that some guidance and clarity on Element D of the LEG Technical Guidelines on the NAP Process would be beneficial in order to specify what to look for in evaluating the NAP process. On the issue of elaboration of Element D within the LEG Technical Guidelines, Batu Uprety stated that there was no revision of the guidelines planned, but more detailed guidance could be provided on aspects including M&E in the quick guides which are being planned.

2. Pradeep Kurukulasuriya advised that there was a need to look into the activities on the legislation and legal aspects at each country level to ensure that countries consider the NAP process in their legal regime to ensure institutionalization. He also underlined the ongoing requirements of NAP awareness raising and sensitization with parliamentarians in the medium and longer term.

Ermira Fida highlighted The GEF-funded GLOBE project to engage the meeting of convention objectives by parliamentarians. Roland Sundstrom indicated that linkages with GLOBE would be fully supported by The GEF.

3. Roland Sundstrom also indicated the project requirement for the development of in country guidance tools including case studies. Pradeep Kurukulasuriya advised that case studies could now be developed on NAP support to countries for example, Cambodia and Niger and others, utilizing the experiences of the countries in identifying their building blocks for the NAP process and their experiences, with an emphasis that we are not re-creating tools or initiatives for adaptation, but rather, we are linking, scoping and consolidating the guidance initiatives which exist to enhance longer term adaptation planning. He advised that the case studies should indicate in a narrative what the nature of the spectrum of support in the areas of focus and intensity, as reflected in the first steps of the Elements in the LEG Technical Guidelines.
4. Roland Sundstrom further outlined the key aspects of deliverables which need to be honed in the coming year, including:
 - a. One-on-one support to 12 countries for stocktaking or other kinds of technical support which may lead to finalised roadmaps or specific steps for the country's NAP process.
 - b. Indicators of the development of institutional capacity which goes beyond training events

Review and adoption of the NAP-GSP 2014-2015 Workplan

5. The NAP-GSP Workplan for 2014-2015 discussed at length. Rohini Kohli requested that the Board Members reflect on the specific activities and in-country support projections as reflected in the PPT presented in Session 1. Angus Mackay stated that there was no change or update from last year in terms of the project workplan. Pradeep Kurukulasuriya suggested requirement for a more detailed workplan covering 1 July 2014 to 31 Aug 2015.

Roland Sundstrom indicated that there was no need for a more detailed plan, since the project was a finite term, to conclude in 2015, and is on track with deliverables. Paul Desanker reiterated that the specific regular communications and updates on progress have been useful – this should be ongoing in order for the Project Board to keep abreast of programme activities upcoming.

No other objections to the 2014-2015 workplan were raised.

Based on the discussion, and concurrence by all the board members, Pradeep Kurukulasuriya declared that NAP-GSP workplan was approved by the Project Board.

6. Pradeep Kurukulasuriya raised the matter of other agencies who have expressed interest in partnering with NAP-GSP, namely: WFP, UNICEF and UN-HABITAT. Alex Simalabwi noted that WMO were also interested in partnership and collaboration. Pradeep Kurukulasuriya advised that NAP-GSP Project Board could acknowledge and invite them as a formal members in the NAP-GSP.

Roland Sundstrom advised that the Project Board empower the project team to include the additional partners as they see fit, and indicated willingness to support further collaboration. Alex Simalabwi raised the issue of whether the additional partner organisations would be invited to join the Project Board. Some discussion ensued on whether to extend the Board Membership or extend the partnership.

The Project Board directed the NAP-GSP team to develop criteria for extending partnership and respond to additional requests expressed by potential partner agencies: namely WMO, UN-HABITAT, UNICEF and WFP.

The Board agreed to maintain Project Board Membership as is, whilst broadening the partnership through technical engagement and benefitting from additional support.

SESSION 4

Other business and closing remarks

1. Pradeep Kurukulasuriya raised the matter of how to showcase the NAP-GSP at the COP 20 in Lima, Peru. Angus Mackay advised that considering the side-events allocation process is somewhat of a lottery, the programme should consider finding another modality for best representing the programme.

Pradeep Kurukulasuriya stated that there could be scope to hold an event off site. Paul Desanker indicated that organisations will be invited to pay for the cost of the event for COP 20, so there may be fewer limitations on side events.

Julia Wolf recommended that the side event should showcase LDCs speaking about NAP support, indicating the country-owned aspect of the project. Pradeep Kurukulasuriya underlined that a panel should incorporate the technical people doing NAP-related work in-country to answer specific NAP process-related questions. This would not be about what the programme is doing – but about the country level support. It was also agreed that stories and videos from LDCs supported should be highlighted as part of the event – leading on from the short film developed for the SBI to consider in-country progress and NAP process developments, including in-country mission support and case-study aspects. Discussion also considered whether the NAP-GSP could develop an exhibit stand to be maintained for the duration of COP 20.

The Project Board agreed that the project team should submit a side event plan for the COP 20 as UNDP / UNEP, which would preferably be held on-site, showcasing LDC participation. UNITAR agreed to work with the NAP-GSP team in developing and conducting the side event.

2. The Project Board agreed on a meeting time for the next Board Meeting, which should be held in June 2015. The Project Board agreed to re-convene on the first draft of a terminal evaluation which could coincide with SBI.

An ‘informal’ partner meeting for logo partners was also mooted to be held alongside the COP in Lima, Peru

A terminal evaluation of the project would be scheduled for the 2nd Quarter of 2015.

The next meeting for of the Project Board Meeting is scheduled to be held in June 2015. The Project Board agreed to re-convene on the first draft of a terminal evaluation which could coincide with SBI.

Closing remarks by the Chair

3. Ermira Fida drew the Second Board Meeting of the NAP-GSP to a close, expressing the Board Members' satisfaction with the activities of NAP-GSP team and the progress of the Project.

She underscored that the work- plan for the NAP-GSP activities in 2014-2015 was formally approved.

She recalled how the Project Board Members have thereby reviewed the project progress and agreed the ongoing plans. She acknowledged the strong support and efforts of NAP-GSP team members present and absent.

She noted with thanks the significant inputs and collaboration of the programme partners and formally thanked the Project Board for their strong support, acknowledging that without this partnership, the programme activities would not have been achieved.

She emphasized that the Project Board has agreed to extend the invitation for inclusion in the programme partnership to WMO, UN-HABITAT, UNICEF and WFP

Ermira Fida concluded with the remark that the National Adaptation Plan initiative has now become the backbone of much of the work of the UNFCCC. She expressed that the Board Members look forward to extending the NAP support programming, moving forward to NAP-support for Non-LDCs.

Annex 1: Agenda



NAP-GSP

NATIONAL ADAPTATION PLAN GLOBAL SUPPORT PROGRAMME

Second Project Board Meeting Draft Agenda, 7 June 2014, Bonn Venue: TBC

Time	Agenda
10.00	<p>Opening session</p> <p>The meeting will be opened and co-chaired by UNEP and UNDP Chairs to present the agenda</p> <p>Ermira Fida, UNEP (co-chair) Pradeep Kurukulasuriya, UNDP (co-chair)</p>
10.05-10.20	<p>Implementation status of the project, lessons learned, and review of the work plan</p> <p>Update from the GSP Project Manager on the progress made to date on delivering outputs as per the project document. Review and discuss what has been achieved since the first Project Board Meeting including key issues that arose in year 1. M&E of the project</p>
10.20-10.30	<p>Feedback from Board Members</p>
10.40-10.50	<p>Presentation of work-plan for year 2 including explanation of how workplan will ensure project meets objectives—as approved by LDCF Council</p> <p>Rohini Kohli, NAP-GSP</p>
11.00-12.00	<p>Building Synergies</p> <p>An invitation to partnering organisations to provide an update on forthcoming NAP-related activities, suggestions and opportunities for alignment with NAP-GSP activities Those agencies that are not able to attend can connect via Skype</p> <p>Partners' NAP-related plans for the upcoming year: Paul Desanker, UNFCCC Batu Uprety, LEG Julia Wolf, FAO Alex Simalabwi, GWP Angus Mackay, UNITAR Rawleston Moore, GEF Diarmid Campbell-Lendrum, WHO (via Skype)</p>
12.00-12.30	<p>Discussion on activities, opportunities for further collaboration and adoption of project workplan</p> <p>Project Board to discuss and agree on main activities over the duration August 2014 to August 2015. Project Board to approve potential partners that have expressed interest to join NAP-GAP</p> <p>Any other business</p>
12.30	<p>Closing remarks by chair/s</p>



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Outcome 1 Progress

Ongoing activities: One-on-one Support

Country teams – environment ministries in association with sector ministries, planning and finance – provided with one to one support for NAP process planning tailored as per national context:

- Stock-taking of strengthening sectoral planning – adaptation linkages for NAP process in Cambodia (UNDP with GIZ)
- Discussions on support required - entry points for NAP in national planning processes in Gambia, Malawi, Sudan, Senegal
- Technical review of Burkina Faso NAP. Inputs to NAP road-map outline in Bangladesh [with partners]
- Support for laying the groundwork for the NAP process - Niger, Lesotho, Benin, Comoros and Nepal
- In country NAP related missions by July 2014 in Niger (UNDP with GWP and UNITAR), Timor Leste, Lao PDR, Tanzania, Senegal, Bhutan and Congo DRC.



Nature of one-on-one requests

Country requests are diverse, depending upon stage of NAP process in country -

- Broad-based –
 - stock-taking and gap analysis
 - initial coordination and awareness-raising in-country
 - kicking off the process
 - Request identification of initial steps for NAP process "road-maps" and ways to improve coordination
 - request for facilitation of road-maps/timeline/work-planning and support to concepts for national stakeholder consultations
 - training on NAP process
- Specific technical requests –
 - expert assistance for advising on scenario development, modeling and projections
 - cost benefit analysis
 - initial steps to initiate CPEIR,
 - appraisal of adaptation options; capacity development and training on all of these.



Outcome 3: Knowledge Management

Through knowledge management on the web and regional trainings, exchange and mutual learning has taken place face-to-face and is ongoing virtually

- On lessons learnt from NAPA
- South-South exchange between Africa and Asia
- North-South exchange including experience sharing from Korea, Germany and the United States
- Exchange between LDCs and other developing countries
- COP19; South-South Dialogue on EBA; creation of NAP-GSP portal platform on UNDP-ALM; use of additional networks like APAN, IISD




Timeline Events Aug 2013 – May 2014



Challenges expressed by LDCs

	<p>"We have really great capacity gaps...Because of the war, our efforts have been concentrated on peace-keeping, so we lack the technical tools to adapt to climate change."</p> <p>Mme. Providence Fale Omona, Ministry of Environment, Conservation and Tourism, DRC</p>
	<p>"Capacity needs to be developed to support scenarios building, identifying the adaptation options and appraising the options. That's the expertise that we need."</p> <p>Dr. Aloysius Kampherweira - Ministry of Environment and Climate Change Management, Malawi</p>
	<p>"Many people at the national and local level lack understanding of climate change, the science of climate change, the impacts of climate change and adaptation... We still need capacity development in that area."</p> <p>Mrs. Sonam Lhaden Khandu – National Environment Commission, Bhutan</p>
	<p>"In Uganda, like elsewhere, women are most affected when there are climate change issues. The children and the women suffer most. But when it comes to planning and involvement they always take a back seat."</p> <p>Mrs. Edith Kateme-Kasaja, National Planning Authority, Uganda</p>

Support needed for LDCs

	<p>"I hope UNEP/UNDP team has developed a critical mass of NAP personalities in each LDC government organisation to start, or to scale up NAP activities. Let us work together to bring change in the adaptation portfolio in the LDCs."</p> <p>Batu Krishna Uprety, Chairman, Least Developed Countries Expert Group (LEG)</p>
	<p>"The NAP-GSP can offer technical skills... and can assist us in many ways... For us to implement the NAP we first need to identify and develop the climate change future and current scenarios as well as how to do cost/benefit analysis of adaptation. Further we need capacity to mainstream adaptation into sectoral plans."</p> <p>Ms. Keletso Adel Jobo, Ministry of Energy, Meteorology and Water Affairs, Lesotho</p>
	<p>"Training is key... We need assistance from NAP-GSP people to train us in Angola. Then those people will be able to deal with adaptation projects, raise funds, negotiate and implement adaptation measures."</p> <p>Mr. Ibrahima Moma Huorgo, Climate Change Focal Point, Angola</p>
	<p>"NAP-GSP can help us in mainstreaming adaptation issues into our development planning... And adaptation is key to Sierra Leone – it is a priority. This can help us to minimize climate change impacts because our rural communities are highly vulnerable."</p> <p>Mr. Momodou Bah, Environment Protection Agency, Office of the President, Sierra Leone</p>
	<p>"At institutional level we need to have the people who know the process, we need to have the models, we need to have the tools to embark on a NAP. At the policy level we also need support to develop the climate change mainstreaming policies."</p> <p>Mr. Pa Ousman Jarju – Department of Water Resources, Gambia</p>

Synergies

The LDCF funded NAP GSP works in conjunction with

- UNDP, UNEP, The GEF Secretariat, LEG, UNFCCC, WHO, Global Water Partnership, GIZ, FAO, IFAD, UNISDR and UNITAR
- Joint programmes of UNDP and UNEP -- Poverty-Environment Initiative (PEI), National Communications Support Programme, Green Climate Fund Readiness Programme -- and PROVIA
- UNDP's ongoing work readiness, access to and governance of climate change finance, Climate Public Expenditure and Institutional Reviews (CPEIRs), economics of adaptation, and Boots on the Ground programme



Lessons learnt from implementation

- Most LDCs agree that NAP is both a process and a document. But document is still viewed as key step by countries.
- The connection between the NAPA and NAP process is an important concern for countries. In particular for those who have challenges with NAPA implementation
- Climate finance for NAP is a priority for most countries including finance for implementation
- Institutional coordination is a challenge for all countries. Exchange of experiences can promote learning
- Broadening the NAP process beyond environment ministries to integrate with planning and budgeting processes and national development strategies is a long term process
- Regional thematic workshops provide an avenue for technical training as well as South-South exchange



Implications for NAP-GSP

- Demand for technical support to advance the NAP process from LDCs is growing. NAP-GSP has received requests from 26 countries till date
- The medium term framework of the NAP requires sustained investment
- The NAP is a country driven process that needs overarching efforts and partnerships between Planning, Finance and Environment ministries
- More targeted and sustained one-one-one support is required based on specific institutional and national context in LDCs
- Regional thematic workshops provide an avenue for technical training as well as South-South exchange
- The NAP is a country driven process that needs overarching efforts and partnerships between Planning, Finance and Environment ministries
- More synergies with GSP partners required to enhance support to countries



WORKPLAN FOR YEAR 2 August 2014 – August 2015



Upcoming activities August 2014 – August 2015

Outcome 1

- One on one country support (TBC)
 - Malawi, Uganda, Gambia
 - Timor Leste, Lao PDR and Bhutan.
 - Chad, Congo DRC, Tanzania, Sudan
 - Follow-up of country support to Cambodia and Niger on specific requests emerging from stock-takings of the NAP process



Upcoming activities August 2014 – August 2015

Outcome 2

- Regional training on NAP Guidelines for Pacific countries
- PROVIA companion document linking to PROVIA Guidance to NAP Guidelines. Case studies under development.

Outcome 3

- Global virtual platform for exchange using web and other Knowledge Management tools
- NAP-GSP webinars
- Knowledge Hub for online training on NAPs

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Knowledge management



- NAP-GSP portal on UNDP-Adaptation Learning Mechanism: <http://www.undp-alm.org/projects/naps-ldcs>
 - Information in French (PAG-PNA) and English
- Country profiles section
 - NAP process
 - Presentations from delegations on adaptation challenges, opportunities and experiences in adaptation planning
- Online repository of training materials
 - Electronic introduction to NAP-GSP training
 - PPT Presentations, videos, photos and learning resources
- NAP-GSP internal team documentation management on Google Drive



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Supporting collaboration, networking and partnership



- Programme / partner news & updates



- NAP-GSP Calendar of activities <http://www.undp-alm.org/nap-gsp-calendar>
- LINKS to information of specific interest to LDCs
 - UNFCCC and programme partner websites
 - LDC Expert Group (LEG)
 - Least Developed Countries Fund (LDCF)
 - NAP-related events
 - Frequently asked questions on NAPs



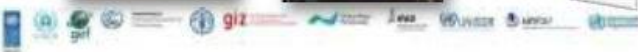
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Outreach and communications



- NAP-GSP monthly e-newsletter
- Documents and resources repository
- NAP-GSP on YouTube / SlideShare / Flickr
- Photo galleries, videos, presentations, multimedia
- Press releases issued regionally on events



NAP-GSP

M&E

Project Objective:

LDCs have a strengthened system in place to develop a NAP process; LDCs have systems and capacities in place to embark on medium- to long-term adaptation planning and budgeting that contribute to and build upon their existing development planning strategies and processes

Project Objective	Deliverables	Target	Timeframe	Indicators
	All LDCs have been sensitized on functional and operational individual, institutional and systemic capacities required to develop and advance medium- to long-term National Adaptation Plans	12	Within two years	Number of countries sensitized on functional and operational individual, institutional and systemic capacities required to develop and advance medium- to long-term National Adaptation Plans



NAP-GSP

Further information on NAP-GSP

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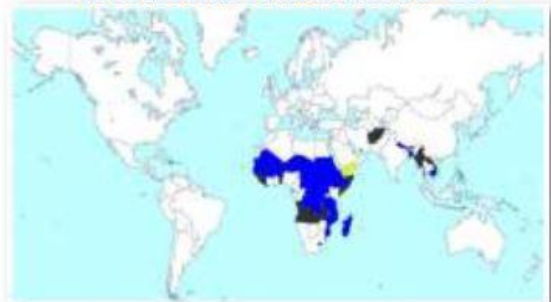
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LDCs associated with the NAP-GSP



■ Least Developed Countries (LDCs) that haven't requested any support from NAP-GSP
 ■ LDCs which have officially requested to NAP-GSP – and already received – ongoing one-on-one support and mobilization for targeted technical assistance
 ■ LDCs which have officially requested support, which is forthcoming from NAP-GSP



Component 1: Institutional support

Outcome 1: Least Developed Countries are capacitated to advance medium- to long-term adaptation planning processes in the context of their national development strategies and budgets

Outcome 1	Deliverables	Target	Timeframe	Indicator
	Clearly defined institutional mandates and capacities	12	Within two years	Number of country-specific roadmaps developed to enable countries with processes to move forward with medium- to long-term climate resilient planning process
	Country needs assessments, stocktaking and stakeholder assessments carried out and proposals for advancing NAPs finalized	12	Within two years	
				Number of countries with institutional arrangements and trained capacities in place to advance towards medium- to long-term climate resilient planning



Component 2: Technical support

Outcome 2: Tools and approaches to support key steps of the National Adaptation Plan process are developed and accessible to all LDCs

Outcomes	Deliverables	Target	Timeframe	Indicators
Outcome 2	LDC-peer reviewed technical tools and methodologies for institutional capacity assessments	As required	Continuous	Number of technical tools, detailed methodologies (by sector) available to support medium- to long-term adaptation planning in all key sectors and at national and sectoral levels
	Step-by-step guidance to support planning for climate resilient development examples and case studies	1 At least 5	First six months Continuous	Number of case studies for medium- to long-term adaptation planning developed



Component 3: Brokering of knowledge

Outcome 3: Exchange of lessons and knowledge through South-South and North-South Cooperation to enhance capacities to formulate and advance the National Adaptation Plan process

Outcomes	Deliverables	Target	Timeframe	Indicator
Outcome 3	A web-based platform available	1	First three months	Number of region-specific knowledge exchange forums conducted focused on formulating and preparing NAPs
	A database for national and regional experts to support the process	1	First one year	
	Partnerships with regional and global institutions established	10	Continuous	Number of partnerships with global and regional knowledge management institutions established to support countries with NAPs
	Lessons, experiences and practices shared via different methods		Twice a year	
South-south knowledge transfer events	4		1-2 times a year per region	



Annex 3.

17 countries that requested support before operationalization of NAP-GSP Phase I

- Bangladesh
- Benin
- Burkina Faso
- Cambodia
- Comoros
- Congo
- Djibouti
- Gambia
- Lesotho
- Malawi
- Mali
- Mauritania
- Mozambique
- Niger
- Rwanda
- Sudan
- Tanzania

Countries which have requested support since operationalization of NAP-GSP Phase I

- Central African Republic
- Guinea Bissau
- Liberia
- Madagascar
- Nepal
- Senegal
- Sao Tome and Principe,
- Uganda,
- Yemen



** Ethiopia, Burundi, Afghanistan, Lao PDR, Timor Leste, South Sudan, Bhutan, Somalia, Eritrea, and Zambia have all expressed interest and/or are in the process of requesting official support.

Annex 4: NAP-GSP Project Workplan

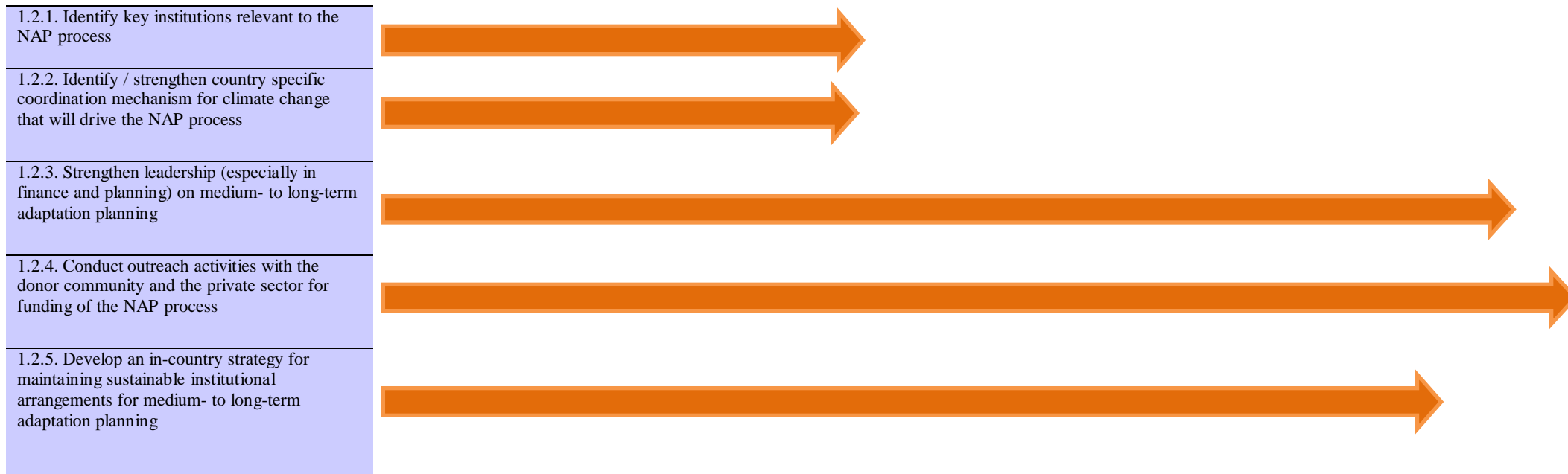
Workplan Timeline for LDCs NAPs Project	Year 2013		Year 2014			Year 2015		
	Q1 (Sept-Nov)	Q2 (Dec-Feb)	Q3 (Mar-May)	Q4 (Jun-Aug)	Q1 (Sept-Nov)	Q2 (Dec-Feb)	Q3 (Mar-May)	Q4 (Jun-Aug)

Outcome 1: Least Developed Countries are capacitated to advance medium- to long-term adaptation planning processes in the context of their national development strategies and budgets.

Output 1.1 Support national teams to stock-take of information and processes that are of relevance to the NAP process in the country and identification of key gaps to integrate climate change into medium- to long-term planning processes.

1.1.1. Revitalise national teams to lead the NAP process and identify key stakeholders	
1.1.2. Stocktaking of on-going and completed initiatives of relevance to the NAP process	
1.1.3. Conduct stakeholder consultations to identify expectations for advancing medium- to long-term planning for adaptation	
1.1.4. Identify institutional and technical capacity needs for medium- to long-term adaptation planning aligned with national development priorities	
1.1.5. Document stakeholder consultations so that countries can build and act upon priorities	

Output 1.2 National and sub-national institutional and coordination arrangements established/strengthened in 12 LDCs, including financial and other requirements for advancing medium- to long-term adaptation planning and budgeting.



Output 1.3 National framework and strategy developed to advance Outcome 1.



Outcome 2 Tools and approaches to support key steps of the National Adaptation Plan process are developed and accessible to all LDCs.

Output 2.1 Tools and detailed methodologies by sector, policy materials, guiding principles, case studies on lessons and good practices made accessible in local languages and usable formats to all LDCs, developed in partnership with relevant stakeholders

2.1.1. Undertake a survey to assess the needs and gaps for materials, methods and tools that are relevant for informing the NAP process.



2.1.2. Identify existing training materials, methods and tools that could be used for the NAP process and adapt them so as to serve the NAP process.



2.1.3. Promote the use of existing training materials, methods and tools on the basis of the needs identified



Output 2.2 National teams are trained in the use of the tools and approaches to advance to medium- to long-term adaptation planning and budgeting.

2.2.1. Organise thematic regional training workshops on implementation of the NAP process



Output 2.3 Enhancing training materials through web-based and electronic means to support countries with their respective NAP processes.

2.3.1. Develop web-based training materials for the NAP process



2.3.2. Contribute towards NAP Central, quarterly newsletter and LISTSERVE



Outcome 3 Exchange of lessons and knowledge through South-South and North-South Cooperation to enhance capacities to formulate and advance the National Adaptation Plan process.

Output 3.1 South-South and North-South transfer of technical and process-orientated information on experiences, good practice, lessons and examples of relevance to medium- to long-term national, sectoral and local plans and planning and budgeting processes are captured, synthesised and made available to all LDCs to utilise in advancing the NAP process.

3.1.1. Promote thematic discussions through existing networks by identifying topics for discussion and appointing facilitators



3.1.2. Develop knowledge products with good practices and case studies for dissemination



3.1.3. Synthesise information from discussions, and share this information through the quarterly newsletter, networks, website and LISTSERVE



3.1.4. Share NAP good practices in side events during COP and/or SBs



