**Check list for “Adaptation Plan Development Process”**

1. **Planning for adaptation**

This checklist is developed for national / local planners to self-assess work on developing climate change adaptation plans. The items listed here are only examples, and that additional processes may or may not be required depending on the country or district. The list therefore can be edited as appropriate according to the situation in each country or district.

Based on the identified climate change risks, adaptation measures need to be developed and put together in line with the adaptation plan. The plan outlines the necessary adaptation measures in a systematic and comprehensive manner, involving a review and stock-taking of existing policy measures that can be considered as part of adaptation. In planning adaptation measures, it is crucial to prioritize adaptation measures with certain criteria, such as the urgency and severity of the risks. If there are risks that are not currently significant but are expected to be significant in the future, the plan should include necessary preparatory measures so that the countermeasures are ready once such risks are realized. To the extent possible, the necessary budget calculations and funding sources should be discussed. The plan should also touch upon fundamental elements such as arrangement for implementation, M&E process, and plans to promote research to fill knowledge gaps.

Place ‘X’ within ‘Yes’ box if the criteria is undergoing or already achieved, and make any relevant comments.

**Identifying Adaptation Measures**

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| --- | --- | --- | --- |
| **Criteria** | **Lead** | **Yes** | **Comments** |
| **Selecting Adaptation Measures** |
| For each selected priority actions, collect information on existing policy measures / plans as a stocktaking. | NAP Taskforce and relevant ministries / agencies |  |  |
| For each selected priority actions, gather information on necessary adaptation measures in addition to existing policy measures / plans. |  |  |
| For each selected priority sector, list up the adaptation measures for evaluation and selection. |  |  |

**Developing Adaptation Plan**

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| --- | --- | --- | --- |
| **Criteria** | **Lead** | **Yes** | **Comments** |
| **Appraising adaptation measures** |
| Evaluate individual adaptation measures by certain standards, such as economic, ecosystem and social costs and benefits, and possibilities for unintended (positive and negative) impacts of adaptation measures, and feasibility. | NAP Taskforce and relevant ministries / agencies |  |  |
| Consult with relevant ministries or agencies depending on the sector that the selected measures are targeting to.  |  |  |
| Finalize a list of adaptation measures, with the necessary elements for implementation, such as entities, budget, timing, procedures, etc., will be organized. |  |  |
| **Compiling Adaptation Plan** |
| Define adaptation plan objectives, planning period, and review cycle. | NAP Taskforce |  |  |
| Develop approaches for fundamental issues such as promotion of scientific research, capacity development, mainstreaming of adaptation, public relations, responses to international agreement/mandate in the field of adaptation, plans for international cooperation. |  |  |
| Define a strategy for the implementation of adaptation measures including target areas or beneficiaries, responsible authorities, timing, sequencing of activities and mobilization of resources, and monitoring and evaluation. |  |  |
| Design an overall direction of the transformation of society to be achieved through the adaptation plan. If appropriate, develop a theory of change. |  |  |
| Gain feedback on the developed adaptation plan from local government, local and indigenous communities as well as private sector representatives. |  |  |

\*This checklist is developed by AP-PLAT with reference to the following:

Least Developed Countries Expert Group. 2012. National Adaptation Plans. Technical guidelines for the national adaptation plan process. Bonn: UNFCCC secretariat. Bonn, Germany. December 2012. Available at: <https://unfccc.int/topics/adaptation-and-resilience/workstreams/national-adaptation-plans-naps/guidelines-for-national-adaptation-plans-naps>