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

1. **Institutional arrangement**

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.

The process starts by establishing institutional arrangements for designing and developing adaptation plans. This could involve, for example, a climate change committee, or a branch of the relevant ministry, depending on the situation in the particular country or region. A coordination mechanism also needs to be considered, such as a council to bring together different ministries relevant to adaptation. It is important to note that these institutional arrangements need to be revisited and reviewed periodically, and refined as appropriate. Finally, it is also vital to develop the capacity needed to plan and implement adaptation measures. Revisions to institutional arrangements and capacity may then become part of the adaptation plan.

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

**Laying the groundwork**

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| --- | --- | --- | --- |
| **Criteria** | **Lead** | **Yes** | **Comments** |
| **Cooperation and collaboration with related ministries and agencies** | | | |
| Provide appropriate legal authority and jurisdiction to the bodies with adaptation jurisdiction as a mechanism to ensure transparency and accountability of the adaptation planning process. | Country's UNFCCC climate change adaptation focal point |  |  |
| List up all the ministries and agencies relevant to climate change adaptation plan development within the government bodies. |  |  |
| Conduct targeted awareness raising activities to the listed ministries and agencies on general information to climate change adaptation and the overall adaptation plan development process (e.g. UNFCCC’s NAP process). |  |  |
| Establish a relevant working group to lead the adaptation plan development, such as NAP Taskforce. Define the roles and responsibilities of the NAP Taskforce and relevant ministries and government agencies. | NAP Taskforce |  |  |
| **Mechanism for generating and utilizing scientific knowledge** | | | |
| Stocktaking: identify available information sources on climate change risks and its environmental and socioeconomic impacts. | NAP Taskforce |  |  |
| Identify experts of climate science who will provide climate information from domestic and international sources, and include them to the NAP Taskforce as members or advisors. |  |  |

**Stakeholder Engagement**

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| --- | --- | --- | --- |
| **Criteria** | **Lead** | **Yes** | **Comments** |
| **Cooperation and collaboration with local governments** | | | |
| Enhance understanding of the importance of [Locally-led Adaptation](https://www.wri.org/initiatives/locally-led-adaptation) (LLA) among the NAP Taskforce members. | NAP Taskforce |  |  |
| Establish a mechanism to include the opinion from local governments (e.g. climate change focal points from pilot districts) into the adaptation plan development process. |  |  |
| **Inclusion of local and indigenous communities** | | | |
| Identify the stakeholders from civil society such as local and indigenous communities, and vulnerable groups. Establish a mechanism to include the opinion from such groups into the adaptation plan development process. | NAP Taskforce |  |  |
| **Collaboration with the private sector** | | | |
| Enhance understanding of the importance of private sector involvement in the NAP process. | NAP Taskforce |  |  |
| Establish a mechanism to include the opinion from the private sector into the adaptation plan development process. |  |  |

\*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>