

NAP Global Network Steering Committee Meeting Report

1. Introduction

Meeting the objectives of the National Adaptation Plan (NAP) process will require sustained coordination among a diverse range of actors. This includes between different ministries, between governments and development partners, and between development partners themselves. Recognizing this, adaptation policy makers and practitioners from around the world launched the NAP Global Network in December 2014 at COP 20 in Lima, Peru.

A Steering Committee was established to help guide the development of the Network, ensuring it delivers on its stated objectives. The first official Steering Committee meeting was held in Eschborn, Germany between March 12th and 13th, 2015 (See Annex 1 for list of participants, Annex 2 for meeting agenda). The objectives of the meeting were to:

1. Finalize the Terms of Reference for the NAP Global Network Steering Committee
2. Define the membership structure for the NAP Global Network
3. Define the scope of and activities under the three “operational components” of the Network
4. Develop the 2015 NAP Global Network workplan
5. Review communications and outreach activities, including identifying key milestones

Eight of eleven Steering Committee members were able to attend the meeting, which was hosted by GIZ and facilitated by the Network’s Secretariat, the International Institute for Sustainable Development (IISD).

2. Overview of the NAP Global Network

In order to set the context for the Steering Committee meeting, Gottfried von Gemmingen (BMZ) and John Furlow (US State Department/USAID) provided an overview of the NAP Global Network. They emphasized that the Network is, at its core, about making sustainable development climate-proof. It was established in response to observed trends and needs in adaptation support, including the need to address gaps and opportunities in bilateral support.

As such, the overall goal of the Network is to **enhance bilateral support for national adaptation planning and action in developing countries**. This will be achieved by:

- **Improving coordination among bilateral development partners** to develop a shared understanding of national adaptation planning and how it can be best supported;
- **Facilitating learning and exchange** on the challenges and opportunities associated with the NAP process; and
- **Supporting enhanced leadership on adaptation at the national level** to enable better in-country coordination of domestic and international actors in the NAP process.

These objectives will be met through **three types of activities**: Global Donor Coordination, Targeted Topics Forum (TTF), and In-Country Coordination.

The Network is guided by a **Steering Committee** composed of experts from Brazil, Germany, Jamaica, Japan, Malawi, the Philippines, South Africa, Togo, the UK, and the US. Day-to-day Network operations are managed by the **Secretariat, hosted by IISD**. Initial financial support for the Network is being provided by Germany and the US.

Discussion points:

- Is the Network about national adaptation “plans” or “planning”? The former is linked to UNFCCC discussions, which could bring us a lot of attention but may limit our scope; we also want to draw experiences from those countries that have engaged in adaptation planning before National Adaptation Plans were formally introduced through the negotiations.
- As such, the “P” in NAP Global Network can mean “plan”, “planning” or “planning process” to allow for a broader interpretation of NAP.

3. Updates from Recent meetings

The NAP Global Network was represented at two events prior to the Steering Committee meeting: The Adaptation Committee (AC) meeting in Bonn, Germany (March 2nd - 4th) and the Global Adaptation Network (GAN) meeting in Panama City, Panama (March 6th - 7th). These meetings provided an opportunity to both advertise the Network and get a sense of some of the initial questions the broader adaptation community may have, which should be addressed at the Steering Committee meeting.

Nele Buenner (GIZ) highlighted some of the questions from the AC meeting, both about the Network itself and about the adaptation planning process that might be addressed through Network activities:

- How can others become involved in the Network?
- How can climate finance readiness and the NAP process work together? (TTF topic?)
- How can the private sector be engaged in the NAP process? (again, a potential TTF topic?)

Fred Kossam shared questions from the GAN forum, which were largely about:

- What does the NAP Global Network do?
- What is the added value of the NAP Global Network (relative to other NAP initiatives)?
- What kinds of activities and resources will be associated with the Network?

Discussion points:

- Remember the Network’s niche is coordinating bilateral support for NAPs - this will help to answer many of the above questions
- Internal coordination, within donor agencies, is critical as there is often a disconnect between knowledge at headquarters and knowledge in field missions
- Coordination between governments and bilateral donors is also critical - countries must lead by identifying needs; donors should not just coordinate on their own and amongst themselves.

4. Targeted Topics Forum

Purpose: To build a community of practice on national adaptation planning focusing on applied questions and without duplicating existing efforts by:

- a) Bringing together policymakers and practitioners to exchange experiences on specific challenges;
- b) Disseminating information on existing work on NAP and identifying gaps the Network can address;

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- c) Facilitating interactions between NAP practitioners and development partners (both from headquarters and in field missions).

Role of Steering Committee: Identify and provide feedback on vision and potential topics; suggest potential participants; review and approve workplans; review progress of TTF activities.

Role of Secretariat: Provide logistical, administrative and strategic support; suggest participants.

Discussion points:

- Brainstorm of topics for the first (inaugural) TTF:
 - Different approaches to starting the NAP process, pros and cons of each
 - How to move national adaptation planning to mainstreaming
 - How to secure financing to start implementation of resilient planning in different sectors
 - How to mainstream adaptation into development planning and budgeting
 - How to mainstream adaptation / resilience into multiple sectors
 - Indicators to measure adaptation
 - Coordination mechanisms for NAPs
 - Integrating adaptation into budgetary planning and tracking adaptation expenditures
 - What constitutes national adaptation planning?
 - Improving climate data and information services for national adaptation planning
 - Securing political buy-in for national adaptation planning
- Filters / criteria for selecting the inaugural topic:
 - Does it duplicate activities or topics being discussed in other initiatives and/or bodies (including the UNFCCC negotiations)?
 - Will better donor coordination add significant value?
 - Is it a targeted and narrow topic?

Key decisions on Targeted Topics Forum:

- **Topic:** Integrating climate change adaptation into sectors and securing the political buy-in for the NAP process across these sectors
- **Date:** June 30th to July 2nd, 2015
- **Location:** TBD, in a developing country
- **Size:** 30-40 participants, although this is not a strict limitation
- **Target audience:** Policymakers and practitioners, such as
 - Office of the Vice President
 - Deputy Minister / Director / Permanent Secretary from Ministries of Finance, Planning
 - Senior technical officers, administrators in sectoral and climate agencies
 - Head of donor country office
 - Officer in charge of national development planning
 - Knowledge brokers to serve as a bridge between technical and political

5. Global Donor Coordination

Purpose: Improve coordination and collaboration among bilateral development partners by:

- a) Developing a shared understanding of national adaptation planning among development agencies and host countries;
- b) Identifying challenges related to bilateral partner coordination in NAP processes;

- c) Enabling members to learn from each other's approaches and experiences;
- d) Facilitating coordination with each other.

Role of Steering Committee: Provide advice on challenges and opportunities for donor coordination; "ground truth" ideas for coordination from the perspective of developing and developed countries.

Role of Secretariat: Provide logistical, administrative and strategic support; help identify issues, provide information and advice to Steering Committee on challenges and opportunities.

Main activities: Stakeholder mapping of NAP-relevant activities; production of information materials on both the NAP process and the Network; Webinars to share approaches, needs lessons and best practices associated with NAPs; meetings to discuss donor coordination; case studies of improved donor coordination; toolbox of NAP approaches; outreach; clearinghouse of cases and lessons.

Discussion points:

- Should use the OECD Joint Task Team on Adaptation as a resource for the Network; was established to facilitate the mainstreaming of adaptation into development. Would be good to announce the NAP Global Network at the next meeting on April 20-21, 2015 (Paris, France)
- Developing country partners will be critical to identifying what is important, what is needed on the ground to help donors coordinate accordingly
- Important that the materials developed under this work area are tailored to the 'non-converted'

Key decisions on Global Donor Coordination:

- **General workplan and proposed activities under this element approved**
- **Activities for 2015:** Stakeholder mapping to see who is doing what on NAP, where opportunities exist for cooperation
- **Goal for 2015:** Bring one more bilateral donor into the Network, share activities in Paris

6. In-country coordination

Purpose: Encourage in-country coordination among donors and multiple domestic and international actors in the NAP process by:

- a) Sharing information, using existing resources, enhancing synergies and minimizing overlaps;
- b) Supporting the development of a holistic, country-driven framework for climate-resilient development/adaptation;
- c) Working from a holistic, country-driven framework for climate-resilient development /adaptation;
- d) Explore options for joint financing and implementation of adaptation activities.

Role of Steering Committee: Suggest criteria for selecting pilot countries; identify and provide feedback on strategic opportunities and vision; review and approve workplans

Role of Secretariat: Provide logistical, administrative and strategic support with input from the Steering Committee

Main activities: Identify and select pilot countries where donors can pilot activities for improved coordination for national adaptation planning. Activities already underway in Grenada and Cambodia (GIZ and USAID); study on Jamaica, Kenya and Togo on the institutional context for adaptation planning

Discussion points:

- **Factors that enable better in-country coordination** for adaptation, which should provide the basis for designing in-country coordination activities
 - Working from / within the framework of a country's development vision and plan
 - Encouraging developing countries to voice their needs, drive the adaptation agenda
 - Awareness of NAP
 - Awareness of partner planning / governance systems
 - Mapping and gap analysis to identify technical, knowledge, capacity and financial needs
 - Recognition of different (government agency and donor) mandates
 - Space for technocrats, involving them throughout the planning process
 - Finding opportunities for standardization of activities like vulnerability assessments
 - Space / venue for technical meetings between government and donors - e.g. Working Groups
 - Joint Meetings and programming among donors - build on existing experiences
- **Initial criteria** for selecting pilot countries for in-country coordination
 - Two or more donors active on climate (required)
 - Existing coordination structure that could benefit from improvement
 - Political will to engage in the NAP process / NAP process already started
 - Existence of a national development plan

Key decisions on In-Country Coordination

- **General workplan and proposed activities under this element approved**
- **Issues to address through improved in-country coordination identified**
- **Criteria for selecting additional pilot countries identified**
- **Activities for 2015:** Publish and disseminate results from institutional context analysis (Jamaica, Kenya, Togo); share results from Grenada and Cambodia pilots; select third pilot country and get activities underway before the end of the year.

7. Terms of Reference for the Steering Committee

Steering Committee members reviewed the draft Terms of Reference (Annex 3) and provided feedback on the proposed purpose, mission and scope of the Committee, its guiding principles, membership structure, and function.

Discussion points:

- Initial membership commitment of 14 months in no way limits it to 14 months - want to encourage consistency (particularly in the Network's first few years); simply a way of allowing Steering Committee members to reassess their availability after the first year of the Network's operation
- While membership stability is good and two year terms make sense, we should also allow for fresh faces / ideas - don't always want the same countries represented.
- Keep the size at 12 members - if we have reason to expand in the future, then we can revisit
- May want to think about having a Pacific Island representative on the Committee
- Also note that currently, there are 7 developing country members and 4 donor agency members - may want to reserve the last spot on the Committee for another donor.

Key decisions on the Terms of Reference of the Steering Committee

- Draft Terms of Reference for the Steering Committee approved
- Issue of membership renewal to be discussed at future meeting

8. Participation in the NAP Global Network

The proposed participation model for the Network was presented, with distinctions made between individual and donor participants.

- **Individuals** would be people working on national adaptation planning who are able to access opportunities to exchange experiences and lessons through Network activities, and can access Network products and services (e.g. webinars, publications, advice, etc.). Individuals would be asked to register to receive emails / updates.
- **Donors** would be expected to participate in all three types of Network activities and able to access resources on NAP processes to raise awareness and enhance coordination. Donors do not necessarily need to provide financial support to the Network or serve on the Steering Committee.

Discussion points

- Good to define involvement in the Network in terms of 'participation' rather than 'membership', especially at the beginning. Can revisit if we want to formalize membership.
- May want to have a category for 'institutions' - it wouldn't be a burden to the Network and would have some benefits
- Do not need a distinction between donors and other types of participants, as may hinder genuine dialogue among equals
- May want to ask about "level / type of engagement in the NAP process" in the profile individuals are asked to complete - could be very helpful in terms of tailoring Network resources

Key decisions on Network Participation

- Use a 'participation model' rather than a formal 'membership model' to define involvement in the Network
- Do not have a separate donor category - keep it to individuals and institutions

9. Outreach and Communications

The Secretariat shared the initial elements of the outreach and communications strategy for the Network, which included:

- **Publications:** Brochure explaining basics of Network; postcards containing key messages; folders to use at Network meetings such as TTF; PowerPoint and document/report templates; Twitter profile
- **Website:** Stand-alone website managed by IISD. Will host information about Network, house Network resources (i.e. reports, case studies) and signpost users to other online NAP resources
- **Participation in select meetings:** There are a number of potential outreach opportunities for the Network. These include the NAP Expo (April 14-15, 2015); Adaptation Committee / LEG meeting (April 16-17, 2015); OECD Task Team Meeting (April 20-21, 2015); UNFCCC meeting of Subsidiary Bodies (June 1 -11, 2015); UNFCCC COP 21 (November 30 - December 11, 2015)

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Discussion Points

- Brochure might present a practical example of what better coordination looks like - i.e. help articulate the Network's vision. Maybe use the Grenada example.
- Website should feature challenges and best practices in coordination from different countries
- Should participate in the listed meetings - important milestones for the Network. Brochure and PowerPoint template to be ready in time.
- Should host an event at the NAP Expo - GIZ and USAID to coordinate.
- OECD Task Team will request a formal presentation - IISD/Anne to present
- The Network should host a side event at the UNFCCC meeting of Subsidiary Bodies - Steering Committee members to check if their respective countries / focal points are planning a side event
- Website to be ready in time for the Subsidiary Bodies' meetings.
- Steering Committee members to also track the Finance for Development meeting and the Sustainable Development Goal discussions - look for entry-points to discuss NAP processes
- Steering Committee members should communicate other opportunities as they arise
- Steering Committee members to receive Fred's slides from the GAN for reference / use

Key decisions on Outreach and Communications

- Proposed communications and outreach activities approved
- Outreach materials should emphasize the practical - i.e. what better coordination means, looks like on the ground
- Network to host a side event at the UNFCCC Subsidiary Bodies meetings in June, 2015
- Network will have preliminary results, lessons to share in Paris

Annex 1: Steering Committee meeting participants

	Name	Affiliation	Country	Network Role
1	Laura Avellaneda	Ministry of Environment	Peru	SC Member
2	Till Below	GIZ	Germany	Management Team
3	Nele Buenner	GIZ	Germany	Management Team
4	Michael Brossmann	GIZ	Germany	Management Team
5	Teige Cahill	DFID	UK	SC Member
6	Albert Daley	Ministry of Water, Land, Environment and Climate Change	Jamaica	SC Member
7	Christoph Feldkoetter	GIZ	Germany	Management Team
8	John Furlow	USAID/ US State Department	US	SC Member
9	Gottfried von Gemmingen	BMZ	Germany	SC Member
10	Joy Goco	Climate Change Commission	Philippines	SC Member
11	Anne Hammill	IISD	Switzerland	Secretariat
12	Fred Kossam	Ministry of Environment	Malawi	SC Member
13	Julia Olivier	GIZ	Germany	Management Team
14	Kari Pederson	US State Department	US	Management Team
15	Boundjouw Sama	Ministry of Environment	Togo	SC Member

Annex 2: Meeting Agenda

Objectives

The objectives for the Steering Committee meeting are to:

1. Finalize the Terms of Reference for the NAP Global Network Steering Committee
2. Define the membership structure for the NAP Global Network
3. Define the scope of and activities under the three “operational components” of the Network
4. Develop the 2015 NAP Global Network workplan
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Day 1

Day 1: March 12, 2015		
Time	Session	Facilitator
09h00 - 09h40	Welcome and introductions Housekeeping (facilities, breaks, per diem wifi) Objectives of the meeting, review of agenda	Anne Hammill (IISD)
09h40 - 10h00	Overview of the NAP Global Network <ul style="list-style-type: none"> • Rationale, goal and objectives • Structure: Steering Committee, Secretariat, Membership • Three operational components: Targeted Topics Forum, Global Donor Coordination, In-Country Donor Coordination 	BMZ and US State Department
10h00 - 10h30	Updates from Steering Committee members on recent relevant meetings <ul style="list-style-type: none"> • Adaptation Committee, Bonn (Nele) • Global Adaptation Network, Panama (Fred) 	IISD and US State Department
10h30 - 11h00	Break	
11h00 - 12h00	In-depth discussion: Targeted Topics Forum (TTF) <ul style="list-style-type: none"> • Intro to in-depth discussions: Purpose and format • Overview of TTF (PPT) • Topic for 2015 TTF (group exercise) 	Presentation by GIZ Facilitation: IISD
12h00 - 13h00	Lunch	
13h00 - 14h30	In-depth discussion: Targeted Topics Forum (cont'd) <ul style="list-style-type: none"> • Consolidated shortlist of TTF topics - vote • Operationalizing the 2015 <ul style="list-style-type: none"> ✓ Target audience ✓ Role for interested institutions, agencies, networks ✓ Preferred size of event ✓ Location and timing • Workplan for coming months 	IISD
14h30 - 15h00	Break	
15h00 - 16h30	In-depth discussion: Global Donor Coordination <ul style="list-style-type: none"> • Introduction • Overview of Global Donor Coordination (PPT) • Interacting with other coordination vehicles (e.g. OECD) • Reactions, feedback • Specific activities for 2015/16 • Workplan to operationalize Global Donor Coordination 	Presentation by US State Department Facilitation by IISD
16h30 - 17h00	Wrap up	
19h00	Group Dinner Meet at Ibis Frankfurt Messe West Hotel lobby	

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Day 2

Day 2: March 13, 2015		
Time	Session	Facilitator
09h00 - 09h15	Coffee and Welcome Back	
09h15 - 09h30	Recap of Day One <ul style="list-style-type: none"> • Key decisions made, outstanding issues, plan for Day 2 	IISD
09h30 - 11h00	In-depth discussion: In-Country Donor Coordination <ul style="list-style-type: none"> • Introduction • Overview of In-Country Donor Coordination (PPT) • Discussion & exercise: Challenges and opportunities for better coordination - experiences from the ground • Suggest criteria for identifying additional pilot countries • Workplan to operationalize In-Country Donor Coordination 	Presentation by US State Department Facilitation by IISD
11h00 - 11h15	Break	
11h15 - 12h15	Steering Committee ToR <ul style="list-style-type: none"> • Presentation of SC ToR • Discussion, feedback, finalization 	Presentation by GIZ Facilitation by IISD
12h15 - 13h15	Lunch	
13h15 - 14h00	Participation in the NAP Global Network <ul style="list-style-type: none"> • Presentation on categories and levels of engagement • Feedback and brainstorming 	Presentation by GIZ Facilitation by GIZ
14h00 - 15h00	Outreach and Communications <ul style="list-style-type: none"> • Audiences and key messages • Positioning: What are we offering that other NAP initiatives are not? How do we work with other NAP initiatives? • Target events in 2015: NAP Expo (Bonn), AC/LEG (Bonn), OECD Task Team (Paris), SBs (Bonn), COP 21 (Paris) • Communications tools: Publications, website, social media 	IISD
15h00 - 15h30	Break	
15h30 - 16h30	Wrap-up and Next Steps <ul style="list-style-type: none"> • Summary of decisions • Summary of 2015 workplan • Revisiting the stated goal, objectives of the Network. • Planning for first Steering Committee teleconference • Other next steps / any other business 	IISD
16h30	Meeting close	

Annex 3: Draft Terms of Reference for the Steering Committee

1. Purpose, Mission and Scope

The Steering Committee has been established to guide the NAP Global Network. Members will deliberate, make decisions, provide strategic direction, and act as ambassadors for the Network.

The Steering Committee members will provide the following:

➤ Vision and strategic direction for the Network

- **Network identity:** Develop /refine the overarching problem statement, goal, objectives, membership structure and guiding principles for the Network.
- **Agenda setting:** Assist in prioritizing and determining the strategic focus of the Network. Specifically, ensure the three Network elements address issues of critical importance to NAP coordination and implementation at both the global and national levels.
- **Strategy development:** Help shape the work plan that will enable the Network to meet its stated goal and objectives. This will include providing advice, information and guidance on the audience, positioning, tasks and materials associated with: (i) Building Network membership; (ii) Designing core activities: Targeted Topics Forum; Global Donor Coordination; In-Country Donor Coordination; (iii) Outreach: sharing NAP Global Network's work with different policy makers and practitioners.

➤ Broad oversight of Network activities

- **Review annual work plans** to ensure they are structured to meet Network goals and objectives, reach intended audiences, etc.
- **Track progress**, using agreed-upon milestones to assess whether the activities are aligned with established aims
- **Review NAP Global Network outputs**, including selected communications materials (e.g. Network brochure) and publications (e.g. factsheets).

➤ Increased profile of the Network, both nationally and internationally

- **Promote the NAP Global Network** at relevant events and in different fora at the global and/or national level
- **Facilitate links** to relevant initiatives and processes at the global and/or national level

➤ Targeted assistance for implementation of Network activities

- Support for NAP Global Network activities directly related to SC members' geography, role in the NAP process, or area of expertise. For example, members working on sub-national adaptation planning may be asked to provide inputs for a TTF focused on this issue.

2. Guiding principles for the Steering Committee

- **Balance:** Between donor countries and developing country partners, between policy makers and practitioners; men and women; global - national - sub-national perspectives.
- **Active participation:** Regularly sharing expertise and offering feedback on Network activities, as well as participating at Network events
- **Collaborative leadership:** Managing relationships and complementary capacities to empower each other and the broader Network membership to accomplish a collective outcome.
- **Clarity of vision:** Developing and communicating a clear, compelling and shared narrative around the value proposition of the NAP process, including what the Network has to offer it.
- **Adaptive management:** Revisiting Network goals, objectives and activities regularly and amended as appropriate, as we build membership and experience.
- **Commitment to joint value creation:** Developing new insights into the NAP process through the interaction of different perspectives and approaches

3. Current Membership of the Steering Committee

	Name	Affiliation	Country	Expert or Bilateral Agency	Attending SC 1?
1	Laura Avellaneda	Ministry of Environment	Peru	Expert	Yes
2	Teige Cahill	DFID	UK	Bilateral Agency	Yes
3	Albert Daley	MWLECC	Jamaica	Expert	Yes
4	Joy Goco	Climate Change Commission	Philippines	Expert	Yes
5	Gottfried von Gemmingen	BMZ	Germany	Bilateral Agency	Yes
6	John Furlow	USAID/ US State Department	USA	Bilateral Agency	Yes
7	Fred Kossam	Ministry of Environment	Malawi	Expert	Yes
8	Debra Roberts	Government of Durban	South Africa	Expert	No
9	Boundjouw Sama	Ministry of Environment	Togo	Expert	Yes
10	Karen Silverwood-Cope	Ministry of Environment	Brazil	Expert	No
11	Akiko Urakami	Ministry of Environment	Japan	Bilateral Agency	No

4. What does membership involve?

- Initial commitment of 14 months, starting from Lima / COP 20 in December, 2014 (i.e. end of January 2016)
- Participate in regularly scheduled meetings (at least 1 in-person meeting every year, virtually - i.e. phone or video conference - every quarter)
- Read materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue
- Participate in at least one Network activity a year - e.g. Targeted Topics Forum events

Membership on the Steering Committee will be revisited on a regular basis - e.g. every year or two years - to ensure that participation remains representative and active.

5. How will the Steering Committee function?

- Recommended maximum size of the Committee is 12 members
- Need to have a majority (i.e. 50+1%) of members participating in order to have an official meeting
- Each country represented on the Steering Committee has one vote, even if a country sends more than one participant to the meeting
- The Secretariat will sponsor developing country members (one person per country) to attend Committee meetings
- Committee members are invited to identify “alternates” to represent them at official meetings, although the individual is expected to have knowledge of and experience with national adaptation planning - i.e. able to actively participate in discussions
- Members who are unable to attend the meetings will be sent materials in advance and invited to raise issues and provide feedback, which will then be included in meeting discussions
- All participation - experts, bilateral partners - should be coordinated through the Secretariat
- Decisions will be taken by consensus