**Initial Meeting on Vertical Integration Guidance Document**

**Summary of discussion and next steps**

May 11, 2016

* *Framing:* Make case for looking at sub-national levels in national adaptation planning; link to Paris agreement and importance of both NAPs and sub-national actors; supplementary material to the LEG Technical Guidelines
* *Dimensions* (broad) to cover*:*
  + Planning
  + Sub-national implementation
    - Allocating funds for implementation of adaptation actions to sub-national actors (keeping in mind there will be a separate thematic publication on financing and ensure don’t overlap on details)
    - Building on existing sub-national actions
    - Addressing gaps in adaptation capacity at sub-national level
  + M&E
  + Institutional coordination
    - E.g. at what stages are subnational actors engaged? How? Process for ongoing engagement?
    - How can NAP take into account activities at more local levels not necessarily labelled NAP?
    - Consider informal versus formal
* *Break down dimensions into key considerations* (could phrase / frame with questions to consider; e.g. National M&E Guidebook)
* *Links to NAP Technical Guidelines* *and Different Steps:* For each dimension/key consideration, mention to which steps in the NAP Technical Guidelines it is most relevant.
* *Examples*
  + Need to map these out in the detailed outline
  + Could consider examples for broader dimensions (rather than more specific key considerations) so that we could include multiple for comparison
  + If there are examples from developed countries (e.g. British Columbia, Canada; Netherlands), open to these
  + Potential developing country examples so far (tbc):
    - Colombia, Thailand, South Africa, Nepal, Kenya
* *Process:*
  + Draft outline – May 27th (for feedback by Management Team by June 3rd) – Hayley will also look into possibility of having Debra Roberts’ feedback on this
  + 1st draft – by July 22nd (for feedback by Management team by August 5th)
  + Semi-final draft by August 26th  (feedback by September 10th)
  + Final text (ready for copy-editing and design) by September 30th
  + Copyediting and layout for publication in time for COP