

## CIRCULAR

**FILE:** AP 3/2/2  
**TO:** SPREP National Focal Points  
and Climate Change Focal Points  
from Pacific Island Countries  
CROP Organisations

**DATE:** 4 April 2019

**CIRCULAR:** 19/28

**SUBJECT: SAVE THE DATE – Pacific National Adaptation Planning Writeshop,  
SPREP, Apia, Samoa, 14-17 May 2019**

Dear Focal Points,

In May 2016 the Green Climate Fund (GCF) Board announced plans to provide financial support to developing countries (including SIDS) for the formulation of national adaptation plans (NAPs) and adaptation planning processes. Under the GCF Readiness and Preparatory Support Program countries can request up to USD 3 million in support of developing their NAPs and institutionalizing their adaptation planning process.

The GCF Readiness NAP support programme can be tailored to countries specific NAP needs and may support outcomes such as: effective adaptation governance and coordination established; climate impact and adaption investment information enhanced and capacity for analysis strengthened; adaptation knowledge management; information sharing and communication; and enhanced adaptation finance plans. A particular focus of the GCF NAP support is to facilitate accelerated access to climate finance to address climate change adaptation priorities.

The NAPs play a critical role in setting the context for national and sub-national implementation of adaptation actions and improving access to climate finance, however uptake of NAP-related Readiness funding in the Pacific has to date been low. Following the GCF Structured Dialogue in FSM in 2018, it became apparent that there was a growing interest from Pacific SIDS to develop proposals. This writeshop, funded by Climate Analytics through the IMPACT Project, will help advance these efforts and accelerate the proposal development process. During the writeshop the majority of time will be spent developing NAP Readiness concept notes and full proposals (depending on each country's needs) with support from experts. Participants are expected to prepare in advance (e.g. for countries at an early stage would be expected to bring a draft concept, while other countries may bring their draft proposals) and be willing to share their experiences and ideas.



The writeshop will deliver the following outputs and contribute to the following outcomes:

1. Participants have a clearer understanding of the benefits and requirements of NAP Readiness funding.
2. At least five concept notes or first draft proposals will be produced with clear timelines for submission.
3. More and higher quality concepts and proposals will be developed in 2019, leading to higher quality national adaptation planning in the region.
4. In turn, this should improve access and absorption of climate finance and speed up efforts to enhance building resilience and adaptation efforts.

SPREP is therefore requesting that focal points identify relevant personnel and ensure that they set aside the dates of the writeshop so that they can attend and benefit from this opportunity. SPREP is planning to fund participation of two participants from each Pacific Island Country that is a Party to the United Nations Framework Convention on Climate Change. These invitations will follow soon.

For any questions on the writeshop, please contact Espen Ronneberg, Climate Change Adviser ([espenr@sprep.org](mailto:espenr@sprep.org)) or Filomena Nelson, Climate Change Adaptation Adviser ([filomenan@sprep.org](mailto:filomenan@sprep.org)).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Roger Cornforth', written over a light blue circular stamp.

Roger Cornforth  
**Acting Director General**