

## CIRCULAR

**FILE:** AP\_3/27 **TO:** SPREP National Focal Points and Climate Change Focal Points from Pacific Islands Countries CROP Organisations

**DATE:** 11 April 2019

**CIRCULAR:** 19/30

**SUBJECT:** Invitation for the NAP Writeshop from the 14<sup>th</sup> to 17<sup>th</sup> May 2019 in Apia, Samoa.

Dear Colleagues,

SPREP will be organizing the NAP Writeshop from 14 to 17 May 2019. A notification was sent out last week. This letter serves as the official invitation to nominate participants. Please be advised that SPREP can only fund participation of two participants from each Pacific Island Country that is a Party to the UNFCCC. Additional participants from other agencies may attend at their own cost if they are already working in partnership with a country on a specific GCF national adaptation planning concept or proposal.

National Adaptation Plans (NAPs) play a critical role in setting the context for national and sub-national implementation of adaptation actions and improving access to climate finance. Recognizing the importance of national adaptation planning, the Green Climate Fund (GCF) Board announced plans to provide financial support of up to \$3m USD to developing countries (including SIDS) for the formulation of NAPs and adaptation planning processes. Initially, uptake of NAP-related Readiness funding in the Pacific was low but there appears to be growing interest from Pacific SIDS to develop proposals. This writeshop, funded by 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.

This interactive workshop will support countries in preparing their GCF NAP Readiness proposals by:

1. Providing participants with a clearer understanding of the benefits and requirements of NAP Readiness funding.

2. Explaining key concepts, such as Theory of Change
3. Working in groups to share ideas and approaches
4. Supporting the development of a concrete project concept (for those at an early stage)
5. Supporting participants to advance existing proposals as they are as close to 'submission ready' as is possible (for those at a more advanced stage)
6. Helping participants to develop clear timelines for submission.

In order to make the best use of time during the workshop we would politely request that you bring a laptop and electronic versions of your initial ideas, concept notes or proposals with you. We would also appreciate if you could complete the very short questionnaire and return this with your nomination form so we can tailor the workshop to your needs.

Appreciate if you could submit names of your respective nominees by Friday, 19<sup>th</sup> of April. Further information on the venue and logistical details will be provided soon. For any immediate questions please contact Filomena Nelson, Climate Change Adaptation Adviser ([filomenan@sprep.org](mailto:filomenan@sprep.org)). For logistics arrangement please contact Foinijancey Fesolai, Climate Change Programme Assistant ([foinijanceyf@sprep.org](mailto:foinijanceyf@sprep.org)).

We look forward to welcoming you in Samoa.

Kind regards,



Kosi Latu  
**Director General**