
**Second meeting of the Adaptation Committee
Bonn, Germany, 5-8 March 2013**

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Chair

I. Provisional agenda

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2. Adoption of the agenda.
3. Review of the Rules of Procedure of the Adaptation Committee
4. Update on progress made on adaptation-related matters at COP 18.
5. Implementation of the three-year work plan:
 - (a) Mapping of adaptation-relevant mandates under the Convention;
 - (b) Collaboration with adaptation-relevant bodies and institutional arrangements under the Convention;
 - (c) Invitation to relevant regional institutions and United Nations organizations to communicate support for adaptation in developing countries;
 - (d) List of adaptation experts;
 - (e) Database or clearing house-type mechanism for information relating to national adaptation planning;
 - (f) Modalities and guidelines for NAPs for non-LDCs;
 - (g) Workshop on monitoring and evaluation of adaptation;
 - (h) Work resulting from the work programme on loss and damage;
 - (i) Overview report and other periodic reports;
 - (j) Communication, information and outreach strategy.
6. Possible establishment of an annual adaptation forum.
7. Potential submission of views by the Adaptation Committee on long-term finance.
8. Arrangements for future meetings.
9. Any other matters.
10. Closure of the meeting.

II. Annotations to the provisional agenda

1. Opening and welcome

1. The Chair of the Adaptation Committee (AC), Ms. Margaret Mukahanana-Sangarwe, will open the second meeting of the AC on 5 March 2013. The Executive Secretary will then give a welcome address to Committee members and observers.

2. Adoption of the agenda

2. The provisional agenda for the second meeting of the Adaptation Committee will be presented for adoption.

AC/2013/1	Provisional agenda and annotations for the second meeting of the Adaptation Committee. Note by the Chair
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3. Review of the Rules of Procedure of the Adaptation Committee

3. *Background:* The AC, at its first meeting, agreed to its draft rules of procedure, as contained in annex III to document FCCC/SB/2012/3 and approved by COP 18. The Committee noted that it might wish to review and amend these rules of procedure, at a future meeting, in line with rule XV "Amendments to the rules of procedure."¹

4. *Action:* The AC will be invited to exchange views on the need to review and amend its current rules of procedure, as appropriate.

4. Update on progress made on adaptation-related matters at COP 18

5. The secretariat will present an overview of outcomes from the negotiations on adaptation-related matters at the 18th session of the Conference of the Parties (COP), held in Doha, Qatar, from 26 November to 8 December 2012.

5. Implementation of the three-year work plan:

(a) Mapping of adaptation-relevant mandates under the Convention

6. *Background:* The AC, by decision 1/CP.16, was established to promote the implementation of enhanced action on adaptation in a coherent manner under the Convention. In response to this mandate the Committee decided on a number of steps to fulfil this mandate. These steps are defined in activities 1 to 4 of the Committee's three-year work plan.

7. Activity 1 requires the secretariat to prepare an information paper on possible cooperation in order to reduce duplication of actions, address gaps and strengthen synergies. This information paper is contained in document AC/2013/2. The information summarized in that document is based on a mapping of decisions with adaptation relevance which can be found in document AC/2013/3.

¹ These rules of procedure, except those contained in decision 2/CP.17, may be amended by the Committee.

8. *Action:* The AC will be invited to discuss the information contained in documents AC/2013/2 and AC/2013/3 in order to identify concrete activities to reduce duplication, address gaps and promote synergies, as well as actions that may need to be undertaken by the Committee.

AC/2013/2	Information paper on possible cooperation in order to reduce duplication of actions, address gaps and strengthen synergies
AC/2013/3	Mandates, work plans and decisions under the Convention with adaptation relevance

(b) **Collaboration with adaptation-relevant bodies and institutional arrangements under the Convention**

9. *Background:* Activity 3 of the Committee's work plan requires the AC to establish working linkages with all adaptation-relevant bodies and institutional arrangements under the Convention. This includes meeting with representatives of these bodies and institutional arrangements in the second quarter of 2013 to share views on strengthening linkages within the Convention.

10. In addition, the COP, at its 18th session, agreed on the following provisions in relation to collaborative activities:

(a) Collaboration with the Least Developed Countries Expert Group (LEG): Parties approved the report on the 22nd meeting of the LEG,² in which the LEG reported on its discussion on linkages with the AC based on relevant mandates from the COP, such as in decisions 2/CP.17 and 5/CP.17. The LEG raised the following recommendations for possible consideration by the AC as it undertakes its work:

1. The AC would integrate and communicate the support needs of the LDC Parties for NAPs while performing its function on exchanging information with relevant Convention bodies and others, including the Standing Committee and the TEC, on means to incentivize the implementation of adaptation actions, including finance, technology and capacity-building, with a view to enhancing support to the LDC Parties in addressing adaptation;
2. The AC would prioritize the consideration of regional centres and networks supporting adaptation in the LDCs when making recommendations to Parties on ways to enhance the role of regional centres and networks in supporting adaptation at the regional and national levels;
3. The LEG also noted that it has information on experiences, best practices and lessons learned in addressing adaptation in the LDCs, particularly through NAPAs, the LDC work programme and NAPs, that the AC could draw upon in undertaking its functions.

(b) Collaboration with the Climate Technology Centre and Network (CTCN): Parties agreed on arrangements to make the CTCN fully operational. Part of the arrangements was the constitution of the Advisory Board of the CTCN, which includes the Chair or the Vice-Chair of the AC, or a member designated by the Chair and the Vice-Chair, in his/her official capacity as an AC representative.

² FCCC/SBI/2012/27.

11. *Action:* The AC will be invited to exchange information on progress made on the establishment of working linkages with adaptation-relevant bodies and institutional arrangements under the Convention, including arrangements for meeting with representatives of these bodies and institutional arrangements in the second quarter of 2013. The AC will further be invited to exchange information on progress made on the recommendations from the LEG.

12. The Chair will inform the Committee on the arrangements for the AC with regard to its representation on the CTCN Advisory Board.

(c) **Invitation to relevant regional institutions and United Nations organizations to communicate support for adaptation in developing countries**

13. *Background:* The AC, through activity 5 of its work plan, decided to invite regional institutions and United Nations agencies supporting work on adaptation to communicate, as per a template developed by the AC, their current support for adaptation in developing countries, including in relation to capacity building, including of national institutions. As a first step, the AC agreed to develop a submission template, the draft of which is contained in document AC/2013/4.

14. *Action:* The AC will be invited to consider and finalize the draft submission template contained in document AC/2013/4.

AC/2013/4	Draft template for submissions by regional institutions and United Nations agencies on support for adaptation
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(d) **List of adaptation experts**

15. *Background:* Within the context of enabling the AC to provide technical expertise to Parties, and as reflected under activity 9 of the AC's work plan, the AC decided to prepare a list of adaptation experts, drawing on existing rosters. In order to be able to begin this work, draft criteria for the selection of experts have been developed and are included in document AC/2013/5.

16. *Action:* The AC will be invited to consider and finalize the draft selection criteria for adaptation experts.

AC/2013/5	Background note on the preparation of a list of adaptation experts
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(e) **Database or clearing house-type mechanism for information relating to national adaptation planning**

17. *Background:* By activity 12 of its work plan the AC decided to establish a database or clearinghouse-type mechanism for information related to national adaptation planning. As a first step, an information note was developed which the AC may deem useful in further developing its scoping efforts for the proposed database or clearing house-type mechanism. This information note is contained in document AC/2013/6.

18. *Action:* The AC will be invited to consider the information note contained in document AC/2013/6 and finalize a scoping paper for a database or clearing house-type mechanism for information related to national adaptation planning.

AC/2013/6	Draft information note for a database or clearinghouse-type mechanism for information related to national adaptation planning
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(f) Modalities and guidelines for NAPs for non-LDCs

19. *Background:* In line with activity 10 of its work plan, and following requests by Parties at COPs 17³ and 18,⁴ the AC will establish an ad hoc group within the Committee, in collaboration with relevant organizations and experts, to work on modalities and guidelines for NAPs for non-LDC developing countries, for consideration by the AC.

20. *Action:* The AC will be invited to establish an ad-hoc group, in collaboration with relevant organizations and experts, to work on modalities and guidelines for NAPs for non-LDC developing countries. The AC will also be invited to identify the tasks of the group, for a report containing recommendations and input for consideration by the AC in the third quarter of 2013.

(g) Workshop on monitoring and evaluation of adaptation

21. *Background:* As reflected in activity 14 of its work plan, the AC decided to conduct a workshop on monitoring and evaluation of adaptation, building on and contributing to existing processes related to this topic. This workshop is to take place in the second quarter of 2013. A draft scoping paper to determine the focus, level and other aspects of the workshop has been made available in order to ensure that the workshop is useful to Parties in implementing enhanced adaptation actions. The draft scoping paper is contained in document AC/2013/7.

22. *Action:* The AC will be invited to consider the information contained in the draft scoping paper for the workshop on monitoring and evaluation of adaptation.

AC/2013/7	Draft scoping paper for a workshop on monitoring and evaluation of adaptation
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(h) Work resulting from the work programme on loss and damage

23. *Background:* Throughout the years 2011 and 2012 a work programme was implemented in order to consider approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change. Resulting from the activities carried out under this work programme a range of documents was made available for Parties' consideration at SBI 36 and 37.⁵ Based on these activities and the resulting documentation, and in support of activity 17 of the AC's work plan, the secretariat has made available a summary of outcomes of work programme on loss and damage. This summary is contained in document AC/2013/8.

24. *Action:* The AC will be invited to consider work resulting from the outcomes of the work programme on loss and damage.

AC/2013/8	Summary of outcomes of the work programme on loss and damage
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(i) Overview report and other periodic reports

25. *Background:* As reflected in activities 20 and 21 of the AC's work plan, the Committee decided to identify the process for and scope of an overview report and other periodic reports on adaptation issues relevant to the work of the AC. The Committee also decided to prepare periodic overview reports synthesizing

³ Decision 5/CP.17, paragraph 30.

⁴ Decision 12/CP.18, preamble.

⁵ FCCC/TP/2012/1, FCCC/SBI/2012/INF.3, FCCC/SBI/2012/INF.14, FCCC/SBI/2012/29, FCCC/TP/2012/7 and FCCC/SBI/2012/MISC.14.

information and knowledge relating to, inter alia, the implementation of adaptation actions and good adaptation practices, observed trends, lessons learned, gaps and needs, including in the provision of support, and areas requiring further attention, for consideration by the COP, drawing on information from Parties and from other relevant reports and documents, including those of other bodies under the Convention.

26. In this context the AC decided to establish an ad-hoc group, in the first quarter of 2013, to prepare a concept note, including methods and tools to compile information on adaptation issues, and timelines for the reports.

27. *Action:* The AC will be invited to establish an ad-hoc group, to prepare a concept note, including methods and tools to compile information on adaptation issues, and timelines for the reports.

(j) **Communication, information and outreach strategy**

28. *Background:* By activity 22 of its work plan the AC decided to establish, in the first quarter of 2013, an ad hoc group, in collaboration with relevant organizations and experts, to develop and implement a communication, information and outreach strategy, building on existing channels, in order to provide decision makers and the media, including social media, with the latest information on adaptation.

29. *Action:* The AC will be invited to create an ad hoc group to establish the AC's communication, information and outreach strategy, and identify the tasks of the group.

6. Possible establishment of an annual adaptation forum

30. *Background:* Following the provisions of paragraph 23 of the report of the AC to COP 18, the COP requested the AC to consider the establishment of an annual adaptation forum, to be held in conjunction with the sessions of the COP, to maintain a high profile for adaptation under the Convention, to raise awareness and ambition with regard to adaptation actions and to facilitate enhanced coherence of adaptation actions.⁶

31. *Action:* The AC will be invited to consider the establishment of an annual adaptation forum.

7. Potential submission of views by the Adaptation Committee on long-term finance

32. *Background:* In the context of negotiations on the work programme on long-term finance, COP 18 invited Parties and the thematic and expert bodies under the Convention to submit to the secretariat, by 21 March 2013, their views on long-term finance, taking into account the report on the workshops of the work programme on long-term finance,⁷ with a view for the secretariat to prepare an information document for consideration by the co-chairs of the work programme.

33. *Action:* The AC will be invited to consider whether it wishes to submit its views on long-term finance and, if so, to elaborate the content thereof and the timeline to prepare the submission.

⁶ Decision 1/CP.18, paragraph 57.

⁷ FCCC/CP/2012/3.

8. Arrangements for future meetings

34. The AC will be invited to consider and agree on dates and venues of its meetings in 2013, including the workshop on monitoring and evaluation of adaptation.

9. Any other matters

35. Any other matters arising during the meeting will be taken up under this item.

10. Closure of the meeting
