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Report of the Adaptation Committee

Subsidiary Body for Implementation

Thirty-seventh session

Doha, 26 November to 1 December 2012

Item 8 of the provisional agenda

Report of the Adaptation Committee

Report of the Adaptation Committee*

Summary

This report covers the work of the Adaptation Committee since its inaugural meeting, held from 7 to 10 September 2012. It contains information on: the nomination and election of its first members and officers; the vision and expectations expressed by the members of the Adaptation Committee during its inaugural meeting; and the implementation of its first mandated activities, including the development of its three-year workplan.

* This document was submitted after the due date owing to the timing of the first meeting of the Adaptation Committee and the need for further consultations.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP), by decision 2/CP.17, decided that the Adaptation Committee shall operate under the authority of, and be accountable to, the COP, which should decide on its policies in line with relevant decisions.¹

2. By the same decision, the COP requested the Adaptation Committee to report annually to the COP, through the subsidiary bodies, including on its activities, the performance of its functions, guidance, recommendations and other relevant information arising from its work, and, as appropriate, on further action that may be required under the Convention, for consideration by the COP.²

B. Scope of the note

3. This report contains information on the work of the Adaptation Committee since its inaugural meeting, which was held from 7 to 10 September 2012.

C. Possible action by the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation

4. The Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (SBI) may wish to consider this report and recommend the elements contained therein to the COP for further action, as appropriate.

D. Background

5. The COP, by decision 1/CP.13, decided to launch a comprehensive process to enable the full, effective and sustained implementation of the Convention through long-term cooperative action, up to and beyond 2012, in order to reach an agreed outcome and adopt a decision at its fifteenth session, by addressing, inter alia, enhanced action on adaptation.

6. As a result, the COP, by decision 1/CP.16, established the Cancun Adaptation Framework, with the objective of enhancing action on adaptation, including through international cooperation and coherent consideration of matters relating to adaptation under the Convention. Within this context, and by the same decision, the COP established the following components of the Cancun Adaptation Framework:

(a) A process to enable least developed country (LDC) Parties to formulate and implement national adaptation plans (NAPs), building upon their experience in preparing and implementing national adaptation programmes of action, as a means of identifying medium- and long-term adaptation needs and developing and implementing strategies and programmes to address those needs;³

¹ Decision 2/CP.17, paragraph 95.

² Decision 2/CP.17, paragraph 96.

³ Decision 1/CP.16, paragraph 15.

(b) An Adaptation Committee to promote the implementation of enhanced action on adaptation in a coherent manner under the Convention;⁴

(c) A work programme in order to consider, including through workshops and expert meetings, as appropriate, 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.⁵

7. By decision 2/CP.17, the COP affirmed that the Adaptation Committee shall be the overall advisory body to the COP on adaptation to the adverse effects of climate change.

8. By the same decision, the COP also affirmed the five functions of the Adaptation Committee⁶ and decided on the composition and the modalities and procedures of the Adaptation Committee. In addition, it requested the Adaptation Committee to engage with adaptation-related work programmes, bodies, institutions, organizations, frameworks, networks and centres under and outside of the Convention.

II. Organizational matters

A. Nomination of members

9. The COP, by decision 2/CP.17, decided that the Adaptation Committee shall comprise 16 members, who shall serve in their personal capacity, and will be nominated by Parties in their respective groups or constituencies and elected by the COP, with the aim of achieving a fair, equitable and balanced representation. It also decided that the members shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. Half of the members shall be elected initially for a term of three years and half of the members shall be elected for a term of two years. Thereafter, the COP shall elect members for a term of two years.

10. The secretariat received nominations from all of the groups and constituencies indicated in decision 2/CP.17, paragraph 101.⁷ A list of the nominated members is contained in annex I to this report.⁸

11. As a result of the late confirmation of its members in 2012, with the last nomination received on 6 August 2012, the Adaptation Committee recommends that the COP agree that the term of the members of the Adaptation Committee currently in office will officially end immediately before the first meeting of the Adaptation Committee in 2015 for the members with a term of two years, and immediately before the first meeting of the Adaptation Committee in 2016 for the members with a term of three years.

B. Election of officers

12. In accordance with decision 2/CP.17, paragraph 108, the Adaptation Committee elected, by consensus, Ms. Margaret Mukahanana-Sangarwe (Zimbabwe) to serve as Chair

⁴ Decision 1/CP.16, paragraph 20.

⁵ Decision 1/CP.16, paragraph 26.

⁶ Decision 2/CP.17, paragraph 93.

⁷ The nomination of one member from the constituency of Parties not included in Annex I to the Convention was still pending agreement. The member was welcomed to the Adaptation Committee on a provisional basis.

⁸ The allocation of the two- and three-year terms is still under discussion among the regional groups.

and Ms. Christina Chan (United States of America) to serve as Vice-Chair of the Adaptation Committee.

13. The Adaptation Committee recommends, as a consequence of the proposed adjustment to the terms of office of its members, as referred to in paragraph 11 above, that the COP agree that the terms of the Chair and the Vice-Chair currently in office will end immediately before the first meeting of the Adaptation Committee in 2014.

C. Rules of procedure

14. The COP, by decision 2/CP.17, chapter III, adopted the modalities and procedures of the Adaptation Committee. At its first meeting, the Adaptation Committee agreed on additional rules of procedure in accordance with its adopted modalities and procedures. These draft rules of procedure are contained in annex III to this report.

III. Summary of proceedings

A. Vision and expectations of the Adaptation Committee

15. During its inaugural meeting, the members of the Adaptation Committee exchanged views on its vision and expectations for its work, guided by its functions as agreed in decision 1/CP.16 and the indicative list of activities for the Committee provided in annex V to decision 2/CP.17. A summary of the views expressed by the members of the Committee is provided in paragraphs 16–19 below.

16. The Adaptation Committee will raise the profile of adaptation at all levels and promote the mainstreaming of adaptation into development and the strengthening of national capacity to address adaptation. It will strive to make a difference to the way adaptation is perceived and addressed globally. The Committee will play a leadership role in adaptation, including by incentivizing adaptation action and promoting coherence in adaptation action both within and outside of the Convention.

17. The Committee will explore and foster synergies between relevant stakeholders and sectors, including the business community and financial institutions, in order to mobilize financial resources to support adaptation. This will include drawing on the work of other bodies and institutions both within and outside of the Convention, in order to facilitate the provision of sound technical guidance to Parties.

18. Its mission is to be an overall advisory body that raises awareness of and ambition for adaptation and promotes communication about adaptation, with the ultimate objective of facilitating the implementation of concrete adaptation action and empowering communities.

19. The Committee will focus on concrete action in an unbureaucratic and depoliticized manner and, to this effect, will establish and maintain active dialogue with high-level stakeholders and decision makers. The Committee is committed to creating a results-oriented body with clear and realistic timelines that will make a real difference on the ground.

B. Workplan of the Adaptation Committee

20. The COP, by decision 2/CP.17, requested the Adaptation Committee to develop, during its first year, a three-year workplan, which should include milestones, activities,

deliverables and resource requirements, in accordance with its agreed functions, employing the modalities listed in paragraph 94 of that decision and considering the indicative list of activities contained in annex V to that decision, for approval by the COP at its eighteenth session.⁹

21. At the inaugural meeting of the Adaptation Committee, the Committee members noted that the provisions of decision 2/CP.17 were drafted on the assumption that the Committee would meet at least twice in 2012. However, owing to the late receipt of nominations, the Adaptation Committee was not able to initiate its work until September 2012. Members noted that this has had an impact and delayed the work on the initial activities to be carried out by the Adaptation Committee during its first year. The Committee further noted that the indicative activities listed in annex V to decision 2/CP.17 would thus also need to be taken into account in the development of the Committee's three-year workplan.

22. Committee members responded to the request made by the COP in decision 5/CP.17, paragraph 30, for the Adaptation Committee to consider, in its workplan, the relevant modalities for supporting interested developing country Parties that are not LDC Parties to plan, prioritize and implement their national adaptation planning measures. In its workplan, the Committee elaborated on how it will support this process (activities 10 and 11 of the workplan). In addition, members agreed that resources to support national adaptation planning processes for developing country Parties that are not LDC Parties could be mobilized through bilateral and multilateral channels, including the Special Climate Change Fund (SCCF).

23. While elaborating its workplan, the Adaptation Committee initiated a discussion on the possible establishment and organization of an annual Adaptation Forum, to be held in conjunction with the sessions of the COP. This topic will be included on the agenda for the Committee's next meeting, which will take place in March 2013.

24. The Adaptation Committee reiterated that it is willing and looking forward to cooperating with the Least Developed Countries Expert Group (LEG), upon invitation by the LEG, and to including activities resulting from this potential invitation in its workplan. Recalling decision 2/CP.17, paragraph 104, the Adaptation Committee has invited the Chair of the LEG to attend the meetings of the Committee and reiterates this invitation for its next meeting.

25. The Adaptation Committee is mindful of the work being carried out under the SBI on the implementation of the work programme on loss and damage. It is looking forward to receiving an invitation to contribute to such work, as outlined in paragraph 6 of annex V to decision 2/CP.17 and also looks forward to receiving invitations to attend relevant meetings and workshops.

26. The draft three-year workplan, as agreed on by the Adaptation Committee, is included in annex II to this report. The implementation of the activities contained therein is subject to the availability of resources.

C. Recommendations to the Conference of the Parties

27. The Adaptation Committee agreed to include the following recommendations in its report for consideration by the COP at its eighteenth session. The Committee recommends that the COP:

⁹ Decision 2/CP.17, paragraph 97.

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- (a) Agree to the revised terms of office of the members, Chair and Vice-Chair of the Adaptation Committee, as outlined in paragraphs 11 and 13 above;
- (b) Approve the draft three-year workplan of the Adaptation Committee, as contained in annex II to this report;
- (c) Endorse the draft rules of procedure of the Adaptation Committee, as contained in annex III to this report;
- (d) Urge developed country Parties to mobilize financial support for the national adaptation plan process for interested developing country Parties that are not LDC Parties through bilateral and multilateral channels, including through the SCCF, in accordance with decision 1/CP.16, as it urged developed country Parties to mobilize financial support for the national adaptation plan process for LDC Parties in decision 5/CP.17, paragraph 21;
- (e) Request the Global Environment Facility (GEF), as an operating entity of the financial mechanism, through the SCCF, to consider how to enable activities for the preparation of the national adaptation plan process for interested developing country Parties that are not LDC Parties, as it requested the GEF, through the Least Developed Countries Fund, to consider how to enable activities for the preparation of the national adaptation plan process for LDC Parties in decision 5/CP.17, paragraph 22;
- (f) Encourage Parties to make available sufficient resources for the successful and timely implementation of the draft three-year workplan of the Adaptation Committee, in view of the ambitious nature of the workplan.

D. Arrangements for future meetings of the Adaptation Committee

28. The Committee members agreed that the next meeting of the Adaptation Committee will be held from 5 to 8 March 2013. In the context of future meetings of the Adaptation Committee, the Government of Japan pledged financial support for a meeting of the Adaptation Committee to be held in a developing country.

Annex I

Members of the Adaptation Committee¹

Chair

Ms. Margaret Mukahanana-Sangarwe (Zimbabwe)

Vice-Chair

Ms. Christina Chan (United States of America)

Africa

Mr. Zemmouri Zoubir (Algeria)

Asia-Pacific

Mr. Amjad Abdulla (Maldives)

Mr. Naser Moghaddasi (Iran (Islamic Republic of))

Eastern Europe

Mr. Andro Drecun (Montenegro)

Mr. Tomasz Chruszczow (Poland)

Latin America and the Caribbean

Mr. Clifford Mahlung (Jamaica)

Mr. Juan Pablo Hoffmaister (Bolivia (Plurinational State of))

Western Europe and others

Mr. Klaus Radunsky (Austria)

Ms. Annemieke Nijhof (Netherlands)

Small island developing States

Mr. Luke Daunivalu (Fiji)

Least developed country Parties

Ms. Sumaya Ahmed Zakieldean (Sudan)

Parties included in Annex I to the Convention

Mr. Naoya Tsukamoto (Japan)

Parties not included in Annex I to the Convention

Mr. Quamrul Chowdhury (Bangladesh) (provisional member)

Mr. Fredrick Kossam (Malawi)

¹ The members of the Adaptation Committee and its officers as elected at its first meeting on 7 September 2012. See paragraphs 9–13 above.

Annex II

Draft three-year workplan of the Adaptation Committee

	Activity	Milestones/deliverables	Time frame	Responsibility	Resource requirement ^a
1	Map mandates, workplans, and/or decisions with adaptation relevance of the Adaptation Fund Board (AFB), the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), the Climate Technology Centre and Network (CTCN), the Green Climate Fund Board (GCF-B), the Least Developed Countries Fund (LDCF), the work programme on loss and damage (L&D WP), the Least Developed Countries Expert Group (LEG), national adaptation plans (NAPs), the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), the Standing Committee (SC), the Special Climate Change Fund (SCCF), the Technology Executive Committee (TEC) and the Durban Forum, in order to identify areas of duplication as well as synergies and to consider what actions may need to be undertaken by the Adaptation Committee	Information paper on possible cooperation in order to reduce duplication of actions, address gaps and strengthen synergies	November 2012, with updates every year after the session of the Conference of the Parties (COP)	Secretariat	Low
		Identification of decisions with adaptation relevance and inclusion of actions of the Adaptation Committee in an updated workplan, as appropriate	First quarter of every year	Adaptation Committee	Low
2	Compare and analyse maps in order to identify areas of duplication, gaps and synergies and to consider what actions may need to be undertaken by the Adaptation Committee	Discussion of maps at the second meeting of the Adaptation Committee	First quarter of every year	Adaptation Committee	Low
		Identification of concrete activities to reduce duplication, address gaps and promote synergies and of actions that may need to be undertaken by the Adaptation Committee	First quarter of every year	Adaptation Committee	Low
3	Based on the outcomes of activities 1 and 2, implement activities to reduce duplication, address gaps and strengthen synergies, such as:	Establishment of working linkages with all adaptation-relevant bodies and work programmes under the Convention			

(i) Meet with representatives of the AFB, the CGE, the CTCN, the GCF-B, the LDCF/SCCF Council, the L&D WP, the LEG, NAPs, the NWP, the SC and the TEC, in order to share views on strengthening linkages within the Convention	Shared understanding among the Adaptation Committee and other adaptation-relevant bodies, as well as across agenda items, on ways in which to reduce duplication, address gaps and promote synergies, in order to enhance action on adaptation	Second quarter of 2013, and ongoing as needed	Adaptation Committee	Low
(ii) Contribute to the work of the SC	Provision of expertise on adaptation to the SC in its work as it assists the COP in exercising its functions with respect to the financial mechanism of the Convention, in terms of improving coherence and coordination in the delivery of climate change financing, the rationalization of the financial mechanism, the mobilization of financial resources, and the measurement, reporting and verification of the support provided to developing country Parties	Ongoing	Adaptation Committee	Low
(iii) Collaborate with the CTCN and the TEC	Provision of expertise on adaptation to the CTCN and the TEC in their work, including the TEC's: <ul style="list-style-type: none"> - Inventory of institutions that are active in climate technology - Review of technology needs - Thematic dialogues - Technology road maps - Technical paper on adaptation 	Ongoing	Adaptation Committee	Low
(iv) Collaborate with the LEG in its efforts to support least developed countries (LDCs) in their national adaptation planning	Responding to requests from the LEG	Ongoing	Adaptation Committee	Low
(v) Convene workshops with input from and the participation of the SC, the TEC, the LEG, the GCF-B, the LDCF/SCCF and other relevant bodies and programmes, in order to	Scoping paper for the workshop on best practices and needs of local and indigenous communities	First quarter of 2014	Adaptation Committee, supported by the secretariat	Low

	share technical adaptation-related expertise on topics such as: - Best practices and needs of local and indigenous communities - (Second topic still to be determined by the Adaptation Committee in consultation with relevant stakeholders)	Workshop on best practices and needs of local and indigenous communities, and report on the workshop	Third quarter of 2014	Adaptation Committee, supported by the secretariat	High
		Identification of recommendations and guidance for consideration by the COP, as appropriate and as needed, based on the outcomes of the workshop on best practices and the needs of local and indigenous communities, with a view to providing technical support and guidance to Parties, in order to facilitate the enhanced implementation of adaptation actions	Fourth quarter of 2014	Adaptation Committee	Low
		Decision to be taken by the Adaptation Committee on the second topic in consultation with relevant stakeholders	Fourth quarter of 2014	Adaptation Committee	Low
4	Convene a workshop with the relevant bilateral, regional and multilateral institutions facilitating the means of implementation (finance, technology and capacity-building), as well as with development agencies at the country level, to discuss how to further promote the implementation of enhanced action in a coherent manner under the Convention	Scoping paper for the workshop	Third quarter of 2013	Adaptation Committee, supported by the secretariat	Low
		Workshop and report on the workshop	First quarter of 2014	Adaptation Committee, supported by the secretariat	High
		Provision of information and recommendations, drawing from good adaptation practices, as appropriate and as needed, for consideration by the COP when providing guidance on means to incentivize the implementation of adaptation actions, including finance, technology and capacity-building, and other ways to enable climate-resilient development and reduce vulnerability	Fourth quarter of 2014	Adaptation Committee	Low
5	Invite regional institutions and United Nations agencies supporting work on adaptation to	Development of submission template/guidance	First quarter of 2013	Adaptation Committee	Low

	communicate, as per the template developed by the Adaptation Committee, their current support for adaptation in developing countries, including in relation to capacity building, including of national institutions	Call for submissions	Second quarter of 2013	Adaptation Committee	Low
		Compilation of submissions	Third quarter of 2013	Secretariat	Low
		Information paper that strengthens the understanding of the roles of regional institutions and United Nations agencies in supporting enhanced adaptation actions in developing countries	Fourth quarter of 2013	Secretariat	Low
6	Compile a list of regional centres and networks working on adaptation, with a view to strengthening their role in supporting country-driven adaptation actions	List of regional centres and networks working on adaptation, including information on their activities and capacities	First quarter of 2014	Secretariat, guided by the Adaptation Committee	Low
		Information available online and updated regularly	First quarter of 2014, and ongoing	Secretariat, guided by the Adaptation Committee	Medium
7	<p>Consider developing a strategy to address the gaps and opportunities identified by means of the information provided by the organizations in activity 6, as well as the lessons learned from the work carried out to strengthen the coherence of adaptation within the Convention, to:</p> <ul style="list-style-type: none"> - Facilitate the provision of technical assistance to developing countries in undertaking their vulnerability and adaptation assessments - Assist countries in establishing and strengthening their national institutions and regional networks and centres 	Decision to be taken by the Adaptation Committee on a strategy	First quarter of 2014	Adaptation Committee	Low
8	Consider establishing an expert group, led by a panel of the Adaptation Committee, with representatives from United Nations agencies	Decision to be taken by the Adaptation Committee on the creation of an expert group	First quarter of 2014	Adaptation Committee	Low

	and other relevant organizations, to follow up on the above, pending a decision to be taken by the Adaptation Committee				
9	Prepare a list of adaptation experts, drawing on existing rosters	Development of criteria for the selection of experts, including with a thematic focus (e.g. water, agriculture, etc.) and other relevant areas of expertise	First quarter of 2013	Secretariat, guided by the Adaptation Committee	Low
		Development and maintenance of the list	Second quarter of 2013	Secretariat, guided by the Adaptation Committee	Low
		Information available online and updated regularly	Second quarter of 2013, and ongoing	Secretariat, guided by the Adaptation Committee	Low
10	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 for consideration by the Adaptation Committee at its second meeting	Creation of an ad hoc group within the Adaptation Committee and identification of the tasks of the group, for a report containing recommendations and input for consideration by the Adaptation Committee in the third quarter of 2013	First quarter of 2013	Ad hoc group, supported by the secretariat	Low
		Report identifying modalities and guidelines for consideration by the Adaptation Committee	Second quarter of 2013	Ad hoc group	Medium
11	Further consider developing modalities and guidelines to support non-LDC developing countries in the planning, prioritization and implementation of national adaptation planning measures	Modalities and guidelines developed, using, as input, the report of the ad hoc group and other relevant work, such as outputs of the LEG	First quarter of 2014	Adaptation Committee	Low
12	Establish a database or clearing house type mechanism for information related to national adaptation planning	Scoping paper	First quarter of 2013	Adaptation Committee, supported by the secretariat	Low
		Technical specifications	Fourth quarter of	Adaptation	Medium

			2013	Committee, supported by the secretariat	
		Prototype version	Fourth quarter of 2013	Adaptation Committee, supported by the secretariat	Medium
13	Communicate with Parties, relevant bodies, programmes and institutions, with a view to collecting and compiling relevant information for national adaptation planning, and identify good practices for integrating adaptation into national development policies, processes and actions in collaboration with the LEG and the NWP	Exchange of information with Parties, relevant bodies, programmes and institutions	Ongoing	Adaptation Committee	Low
		Information paper on lessons learned and good practices	First quarter of 2014	Adaptation Committee	Medium
14	Conduct a workshop on the monitoring and evaluation of adaptation, building on and contributing to existing processes related to this topic	Scoping paper to determine the focus, level and other aspects of the workshop, in order to ensure that the workshop is useful to Parties in implementing enhanced adaptation actions	First quarter of 2013	Adaptation Committee, supported by the secretariat	Low
		Workshop and report on the workshop	First quarter of 2013	Adaptation Committee, in cooperation with the secretariat and relevant organizations	High
		Identification of recommendations and guidance for consideration by the COP, as appropriate and as needed, with a view to providing technical support and guidance to Parties, in order to facilitate the enhanced implementation of adaptation actions	Fourth quarter of 2013	Adaptation Committee	Low
15	Convene a meeting to gather up-to-date information on adaptation, including the limits of adaptation, in collaboration with the Intergovernmental Panel on Climate Change	Scoping paper for the meeting, to be informed by the outcomes of the L&D WP	Third quarter of 2013	Adaptation Committee, in cooperation with the IPCC-WGII,	Low

	Working Group II (IPCC-WGII)			the NWP and the secretariat	
		Agreement with the IPCC-WGII on cooperation	Fourth quarter of 2013	Adaptation Committee, in cooperation with the IPCC-WGII, the NWP and the secretariat	Low
		Meeting and report on the meeting	First quarter of 2014	Adaptation Committee, in cooperation with the IPCC-WGII, the NWP and the secretariat	High
16	Establish an ad hoc group, in collaboration with relevant organizations and experts, to propose modalities to facilitate technical backstopping for projects for Parties upon request, for consideration by the Adaptation Committee	Creation of an ad hoc group, identification of the tasks of the group and the qualifications of its members, and a decision on its size	First quarter of 2014	Adaptation Committee	Medium
17	Consider work resulting from the outcomes of the L&D WP	Consideration of work resulting from the outcomes of the L&D WP	First quarter of 2013	Adaptation Committee	Low
18	Convene an expert meeting, led by members of the Adaptation Committee, on promoting livelihood and economic diversification to build resilience in the context of planning, prioritizing and implementing adaptation actions	Scoping paper for the expert meeting	First quarter of 2015	Adaptation Committee, in cooperation with the secretariat and the NWP	Low
		Expert meeting and report on the expert meeting	Second quarter of 2015	Adaptation Committee, in cooperation with the secretariat and the NWP	High
		Identification of recommendations and guidance for consideration by the COP, as	Fourth quarter of 2015	Adaptation Committee	Low

		appropriate and as needed, with a view to providing technical support and guidance to Parties, in order to facilitate the enhanced implementation of adaptation actions			
19	Consider various issues and approaches in relation to means of implementation, such as: - Monitoring adaptation programmes and projects implemented, including the funding provided and received, and providing a synthesis report to the COP - Inviting a dialogue between adaptation practitioners and financial institutions on funding adaptation - Improving coherence with regard to monitoring and evaluating adaptation activities	Decision to be taken by the Adaptation Committee on addressing means of implementation	Third quarter of 2013	Adaptation Committee	Low
20	Identify the process for and scope of an overview report and other periodic reports on adaptation issues relevant to the work of the Adaptation Committee	Concept note, including methods and tools to compile information on adaptation issues, and timelines for the reports	First quarter of 2013	Ad hoc group	Low
21	Prepare periodic overview reports synthesizing 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	Periodic overview reports	Third quarter of every year	Adaptation Committee, supported by the secretariat	High
22	Establish an ad hoc group, in collaboration with relevant organizations and experts, to develop and implement a communication, information and outreach strategy, building on	Creation of an ad hoc group and identification of the tasks of the group	First quarter of 2013	Adaptation Committee	Medium
		Development and implementation of a communication strategy, consistent with the	Third quarter of 2013, and	Ad hoc group	Low

	existing channels, in order to provide decision makers and the media, including social media, with the latest information on adaptation	mandate of the Adaptation Committee, bearing in mind that a cornerstone of the strategy must be the UNFCCC community itself, for consideration by the Adaptation Committee	ongoing		
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^a **Resource requirements:**

- “Low” indicates activities that can be carried out with the use of existing or minimum resources. Examples include activities that can be carried out by members of the Adaptation Committee and/or with the assistance of the secretariat;
 - “Medium” indicates activities that require additional resources that could probably be mobilized internally. Examples include activities that require the use of consultants;
 - “High” indicates activities that require a large amount of resources that are not readily at the disposal of the Adaptation Committee, and that would usually require fundraising and technical resource mobilization, which could include collaboration with other organizations, institutions or centres.
- An assessment of the costs of the activities to be carried out in the period 2014–2015 will depend on the outcome of the budget negotiations for that biennium.

Annex III

Draft rules of procedure of the Adaptation Committee

I. Scope

1. These rules of procedure shall apply to the Adaptation Committee in accordance with decision 2/CP.17, chapter III, as well as any other relevant decisions of the Conference of the Parties.

II. Definitions

2. For the purpose of these rules:

(a) The 'Convention' means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The 'Conference of the Parties' means the Conference of the Parties to the Convention;

(c) The 'Committee' means the Adaptation Committee;

(d) The 'Chair' means the member of the Committee elected as Chair of the Committee;

(e) The 'Vice-Chair' means the member of the Committee elected as Vice-Chair of the Committee;

(f) 'Annex I Party' means a Party included in Annex I to the Convention;

(g) 'Non-Annex I Party' means a Party not included in Annex I to the Convention;

(h) The 'secretariat' means the secretariat referred to in Article 7 of the Convention.

III. Membership

3. The Adaptation Committee shall comprise 16 members, who shall serve in their personal capacity, and will be nominated by Parties in their respective groups or constituencies and elected by the Conference of the Parties, with the aim of achieving a fair, equitable and balanced representation as follows:

(a) Two members from each of the five United Nations regional groups;

(b) One member from a small island developing State;

(c) One member from a least developed country Party,

(d) Two members from Annex I Parties;

(e) Two members from non-Annex I Parties.¹

4. Members shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office, and the following rules shall apply:

¹ Decision 2/CP.17, paragraph 101.

- (a) Half of the members shall be elected initially for a term of three years and half of the members shall be elected for a term of two years;
- (b) Thereafter, the Conference of the Parties shall elect members for a term of two years;
- (c) The members shall remain in office until their successors have been elected.²
5. The term of office of a member shall start at the first meeting of the Committee in the calendar year following his or her election and shall end immediately before the first meeting of the Committee in the calendar year in which his or her term ends.
6. If a member of the Adaptation Committee resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Adaptation Committee may decide, bearing in mind the proximity of the next session of the Conference of the Parties, to appoint another member from the same group or constituency to replace said member for the remainder of that member's mandate, in which case the appointment shall count as one term.³
7. If a member is unable to participate in two consecutive meetings of the Committee and is unable to perform the functions and tasks set out by the Committee, the Chair of the Committee will bring this matter to the attention of the Committee and will seek clarification from the regional group or constituency that nominated the member on the status of his or her membership.

IV. Chairing arrangements

8. The Adaptation Committee shall elect annually a Chair and a Vice-Chair from among its members to serve for a term of one year each, with one being a member from an Annex I Party and the other being a member from a non-Annex I Party, and the positions of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party.⁴
9. If the Chair is temporarily unable to fulfil the obligations of the office, the Vice-Chair shall serve as the Chair. In the absence of the Chair and the Vice-Chair at a particular meeting, any other member designated by the Adaptation Committee shall temporarily serve as the Chair of that meeting.⁵
10. If the Chair or the Vice-Chair is unable to complete the term of office, the Adaptation Committee shall elect a replacement to complete that term of office.⁶
11. The Chair shall, inter alia, declare the opening and closing of meetings, ensure the observance of these rules of procedure, accord the right to speak and announce decisions. The Chair shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings of meetings and the maintenance of order at meetings.
12. The Chair and/or the Vice-Chair, or any member designated by the Committee, shall report to the Conference of the Parties on behalf of the Committee.
13. The Chair and/or the Vice-Chair, or any member designated by the Committee, shall represent the Committee at external meetings and shall report back to the Committee on those meetings.

² Decision 2/CP.17, paragraph 106.

³ Decision 2/CP.17, paragraph 107.

⁴ Decision 2/CP.17, paragraph 108.

⁵ Decision 2/CP.17, paragraph 109.

⁶ Decision 2/CP.17, paragraph 110.

14. The Committee may further define additional roles and responsibilities for the Chair and the Vice-Chair.

15. The Chair and the Vice-Chair, in the exercise of their functions, remain under the authority of the Committee.

V. Subcommittees, panels, and advisory and working groups

16. The Adaptation Committee may establish subcommittees, panels, thematic advisory groups or task-focused ad hoc working groups, if required, to provide, inter alia, expert advice in different sectors and areas, in order to assist the Adaptation Committee in performing its functions and achieving its objectives.⁷

17. Any subcommittee, panel, or advisory or working group shall be composed of an appropriate number of members as determined by the Committee. Members of such subcommittees, panels, or advisory or working groups shall have demonstrated and recognized technical expertise in the relevant field of work.

18. In establishing a subcommittee, panel, or advisory or working group, the Committee shall appoint two Committee members to act as the chair and the vice-chair of the panel, one from an Annex I Party and one from a non-Annex I Party.

VI. Secretariat

19. The secretariat shall support and facilitate the work of the Adaptation Committee, subject to the availability of resources.⁸

20. The secretariat shall:

(a) Make the necessary arrangements for the meetings of the Committee, including announcing meetings, issuing invitations and making available the documents for the meetings;

(b) Maintain meeting records and arrange for the storage and preservation of documents of the meeting;

(c) Make documents for the meetings of the Committee available to the public, unless otherwise determined by the Committee.

21. In addition, the secretariat shall perform any other functions assigned that the Committee may require or that the Conference of the Parties may direct with respect to the work of the Committee.

VII. Meetings

22. The Adaptation Committee shall meet at least twice a year, where possible in conjunction with other adaptation-related UNFCCC meetings, while retaining its flexibility to adjust the number of meetings to suit its needs.⁹

23. At least two thirds of the members of the Adaptation Committee, representing a two-thirds majority of the members from Annex I Parties and a two-thirds majority of the members from non-Annex I Parties, must be present to constitute a quorum.

24. The meetings of the Committee shall take place in the country of the seat of the UNFCCC secretariat, unless otherwise decided by the Committee and subject to the necessary arrangements being made by the secretariat in consultation with the Chair.

⁷ Decision 2/CP.17, paragraph 113.

⁸ Decision 2/CP.17, paragraph 118.

⁹ Decision 2/CP.17, paragraph 112.

Decisions on the location of meetings other than at the seat of the UNFCCC secretariat shall take into account the benefits of venue rotation, particularly in developing countries, and facilitating the participation of key stakeholders of the Committee.

VIII. Agenda and documentation for meetings

25. The Chair, assisted by the secretariat, shall prepare the provisional agenda for each meeting as well as a draft report on the meeting.

26. Members may propose additions or changes to the provisional agenda, in writing, to the secretariat within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the secretariat in agreement with the Chair. The revised provisional agenda should be transmitted to the members of the Committee immediately.

27. The secretariat shall transmit the provisional annotated agenda and any supporting documentation for a meeting to the members of the Committee at least two weeks prior to that meeting. Documents may be transmitted after that date with the approval of the Chair.

28. Documents for a meeting of the Committee, unless otherwise decided by the Chair, shall be published on the UNFCCC website at least one week prior to that meeting.

29. The Committee shall, at the beginning of each meeting, adopt the meeting agenda.

30. Any item included on the agenda for a meeting of the Committee of which consideration has not been completed at that meeting shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the Committee.

IX. Decision-making

31. Decisions of the Adaptation Committee shall be taken by consensus.¹⁰

32. The Committee may use electronic means to take decisions.

X. Linkages with other Convention bodies and the participation of the Chairs of those bodies in meetings

33. The Adaptation Committee will engage and develop linkages through the Conference of the Parties with all adaptation-related work programmes, bodies and institutions under the Convention, including the Least Developed Countries Expert Group, the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, the Technology Executive Committee, the Nairobi work programme on impacts, vulnerability and adaptation to climate change, the work programme on loss and damage and the operating entities of the financial mechanism of the Convention, as appropriate.¹¹

34. The Chairs of the Least Developed Countries Expert Group, the Technology Executive Committee and the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention can be invited to attend meetings of the Adaptation Committee, as appropriate.¹²

¹⁰ Decision 2/CP.17, paragraph 111.

¹¹ Decision 2/CP.17, paragraph 99.

¹² Decision 2/CP.17, paragraph 104.

XI. Linkages with institutions outside of the Convention and the participation of experts in meetings

35. The Adaptation Committee will engage with, and draw on the expertise of, relevant institutions, organizations, frameworks, networks and centres outside of the Convention, including those at the intergovernmental, regional, national and, through them, subnational levels, where appropriate.¹³

36. The Adaptation Committee should seek input from intergovernmental, international, regional, national and subnational organizations, centres and networks, the private sector and civil society, in undertaking its work; and invite advisers drawn from them to participate in its meetings as expert advisers on specific issues as they arise.¹⁴

XII. Participation of observers in meetings

37. The meetings of the Adaptation Committee shall be open to attendance by admitted observer organizations, except where otherwise decided by the Adaptation Committee, with a view to encouraging a balanced representation of observers from Annex I Parties and from non-Annex I Parties.¹⁵

38. The Committee may decide on additional procedures for the participation of observer organizations other than those admitted to the UNFCCC.

39. The Committee may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings.

40. The Committee may decide at any time that a meeting or part thereof should be closed to observers.

XIII. Transparency

41. Outputs of the Adaptation Committee shall be made publicly available on the UNFCCC website.¹⁶

XIV. Working language

42. English shall be the working language of the Adaptation Committee.¹⁷

XV. Amendments to the rules of procedure

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

XVI. Overriding authority of the Convention

44. In the event of any conflict between any provisions of these rules and any provisions of the Convention, the Convention shall take precedence.

¹³ Decision 2/CP.17, paragraph 100.

¹⁴ Decision 2/CP.17, paragraph 105.

¹⁵ Decision 2/CP.17, paragraph 114.

¹⁶ Decision 2/CP.17, paragraph 117.

¹⁷ Decision 2/CP.17, paragraph 116.