
**Fifth meeting of the Adaptation Committee
Bonn, Germany, 5-7 March 2014**

DRAFT PROVISIONAL AGENDA AND ANNOTATIONS

The AC looks forward to the active participation of observers in the implementation of its three-year work plan and kindly requests organizations intending to participate at the meetings of the AC to come prepared with concrete proposals of potential support to the Committee's work.

I. Provisional agenda

1. Opening and welcome.
2. Adoption of the agenda.
3. Adoption of the revised rules of procedure.
4. Election of the Co-Chairs.
5. Organization of work.
6. Coherence and collaboration on adaptation-related matters under the Convention:
 - a) Adaptation-related mandates under the Convention;
 - b) External representation of the Adaptation Committee;
 - c) Workshop on technologies for adaptation.
7. Workshop on the monitoring and evaluation of adaptation;
8. Joint meeting of the Adaptation Committee and the Nairobi work programme: Available tools for the use of indigenous and traditional knowledge and practices for adaptation, best practices and needs of local and indigenous communities, and the application of gender-sensitive approaches and tools for adaptation.
9. Ad-hoc group to propose modalities for facilitating technical backstopping.
10. Roles of regional institutions and United Nations agencies in supporting enhanced adaptation actions in developing countries.
11. List of regional centres and networks working on adaptation.
12. Communication of current experiences on means to incentivize the implementation of adaptation actions.
13. Financial support for National Adaptation Plans.
14. Task force on National Adaptation Plans.
15. Progress made on NAP Central.
16. Adaptation Forum.
17. Meeting to gather up-to date information on adaptation, in collaboration with the Intergovernmental Panel on Climate Change.

18. Overview and thematic reports.
19. Communication, information and outreach strategy.
20. Special event during SB 40.
21. Work load of members of the Adaptation Committee.
22. Dates for future meetings.
23. Any other matters.
24. 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 fifth meeting of the AC on 5 March 2014.

2. Adoption of the agenda

2. The provisional agenda for the fifth meeting of the AC will be presented for adoption.

AC/2014/1	Provisional agenda and annotations for the fifth meeting of the Adaptation Committee
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3. Adoption of the revised rules of procedure

3. *Background:* Based on the provisions contained in decision 2/CP.17, the AC developed its rules of procedures during its first meeting in September 2012. These rules of procedure were subsequently approved by the 18th session of the Conference of the Parties (COP).

4. At its second meeting, held in March 2013, the AC further revised its rules of procedure; and COP 19 decided that the positions of Chair and Vice-Chair of the AC should be replaced by the positions of Co-Chairs of the AC, effective from the AC's first meeting in 2014. The COP requested the AC to make the necessary changes in its rules of procedure.¹ Furthermore, AC members requested some additional revisions during the inter-sessional period, which are also reflected in document AC/2014/2.

5. *Action:* The AC will be invited to consider and approve its revised rules of procedure.

AC/2014/2	Revised rules of procedure of the Adaptation Committee
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4. Election of the Co-Chairs

6. *Background:* Pursuant to decision 2/CP.17, the AC, at its first meeting, elected its Chair and Vice-Chair, 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.

7. The revised rules of procedure mentioned in paragraph 4 above stipulate that the positions of Chair and Vice-Chair of the AC should be replaced by the positions of Co-Chairs of the AC, effective from the AC's first meeting in 2014.

¹ Decision 16/CP.19, paragraphs 6 and 7.

8. *Action*: The AC will be invited to elect its Co-Chairs, in accordance with its revised rules of procedure, to serve for the period of one year, effective from the AC's first meeting in 2014.

5. Organization of work

9. Due to the large number of agenda items for this meeting, members are requested to thoroughly familiarize themselves with the documents prepared for the meeting beforehand. Members are requested, to the best extent possible, to share comments and suggestions prior to the meeting.

10. In order to best address the heavy work load, the Chair and Vice-Chair propose that all items will initially be addressed in plenary. Items which the AC cannot conclude immediately will be considered in subsequent parallel break-out groups and concluded in plenary on the last day of the meeting. In addition, AC members are invited to suggest items which can be dealt with inter-sessionally.

6. Coherence and collaboration on adaptation-related matters under the Convention:

a) Adaptation-related mandates under the Convention

11. *Background*: Activities 1 and 2 of the AC's work plan foresee that each year after the COP, the AC is to map mandates, workplans and/or decisions with adaptation relevance, in order to identify areas of duplication and synergies and to consider what actions may be necessary to be undertaken by the AC. In order to do this, the secretariat is requested to prepare an information paper on possible cooperation to reduce duplication of actions, address gaps and strengthen synergies.

12. *Action*: The AC will be invited to consider document AC/2014/3 and identify concrete activities to reduce duplication, address gaps and promote synergies and actions that may need to be undertaken by the AC.

AC/2014/3 Possible cooperation in order to reduce duplication of actions, address gaps and strengthen synergies

b) External representation of the Adaptation Committee

• **Reports from members on representing the AC at external meetings**

13. *Action*: AC members who attended meetings/events of other constituted bodies under the Convention during the inter-sessional period, if any, will be invited to report on these meetings.

• **Nomination of AC members to represent the AC in other constituted bodies**

Background:

- Climate Technology Centre and Network (CTCN)

14. The COP, at its 18th session, agreed on arrangements to make the Climate Technology Centre and Network (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 designated member of the AC, in his/her official capacity as an AC representative. The AC, at its 2nd meeting, agreed that the Vice-Chair of the AC shall represent the AC on the CTCN Advisory Board. The tenure of one year is now coming to an end.

- Executive committee of the loss and damage mechanism

15. The COP, by decision 2/CP.19, established the Warsaw international mechanism for loss and damage, under the Cancun Adaptation Framework (CAF), to address loss and damage associated with impacts of climate change, including extreme events and slow onset events, in developing countries that are particularly vulnerable to the adverse effects of climate change

(Loss and damage mechanism). By the same decision, the COP established an executive committee of the loss and damage mechanism. It decided that as an interim measure, the executive committee should consist of two representatives from a range of bodies under the Convention, including the AC, ensuring that there is a balanced representation between developed and developing country Parties.

16. Upon internal consultation the AC agreed to nominate Juan Hoffmaister (Bolivia) and Christina Chan (United States of America) to serve as the AC nominees to the executive committee. On 21 January 2014 the Chair informed the Executive Secretary accordingly.

17. *Action:* The Co-Chairs of the AC will be invited to inform the AC on the arrangements for the AC's representation on the CTCN Advisory Board. Members will be invited to consider any follow-up action in relation to paragraphs 14–16 above, as needed.

c) Workshop on technologies for adaptation

18. *Background:* The Technology Executive Committee (TEC), with input from the AC's coherence group, will conduct a workshop on technologies for adaptation on 4 March 2014.

19. *Action:* The AC may wish to discuss any follow-up action resulting from this workshop, as needed.

7. Workshop on the monitoring and evaluation of adaptation

20. *Background:* In accordance with activity 14 of its work plan, the AC organized a workshop on the monitoring and evaluation of adaptation. The workshop took place in Nadi, Fiji, from 9 to 11 September 2013.

21. *Action:* The AC will be invited to consider the report on the workshop and agree on any recommendations for consideration by COP 20.

AC/2014/4 Report on the workshop on the monitoring and evaluation of adaptation

8. Joint meeting of the Adaptation Committee and the Nairobi work programme: Available tools for the use of indigenous and traditional knowledge and practices for adaptation, best practices and needs of local and indigenous communities, and the application of gender-sensitive approaches and tools for adaptation

22. *Background:* The AC, by activity 3.v of its work plan, agreed to convene a workshop on best practices and needs of local and indigenous communities with input from, and participation of, relevant bodies and programmes in order to share technical adaptation-related expertise. The AC further agreed to prepare a scoping paper for this workshop. Similarly, the SBSTA mandated, under the NWP, a technical paper to be prepared, before SBSTA 39, on best practices and available tools for the use of indigenous and traditional knowledge and practices for adaptation, and a technical expert meeting to be organized, before SBSTA 40, on the use of indigenous and traditional knowledge and practices for adaptation, with a view to developing recommendations for practitioners on the use of indigenous and traditional knowledge and practices for adaptation.

23. The SBSTA, at its 39th session, and following recommendations from the AC, requested the secretariat to organize the AC's workshop in conjunction with the expert meeting mandated under the NWP.² The meeting is scheduled to take place from 1 to 4 April 2014.

24. Due to the fact that the workshop is taking place very soon after AC5, the scoping paper will be sent to AC members electronically for early input and approval.

² FCCC/SBSTA/2013/L.34, paragraph 3 (a).

25. *Action:* The AC will be invited to give any further guidance to the secretariat on the organization of the meeting, as needed.

AC/2014/5	Scoping paper on the joint meeting of the Adaptation Committee and the Nairobi work programme: Available tools for the use of indigenous and traditional knowledge and practices for adaptation, needs of local and indigenous communities, and the application of gender-sensitive approaches and tools for adaptation
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9. Ad-hoc group to propose modalities for facilitating technical backstopping

26. *Background:* By activity 16 of its work plan, the AC agreed to 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 AC.

27. As a first step, the AC agreed to decide on the size of the ad-hoc group, identify its tasks and the qualifications of its members.

28. *Action:* The AC will be invited to initiate discussion of this matter, taking into consideration the concept paper prepared for the meeting.

AC/2014/6	Concept paper on an ad hoc group to propose modalities for facilitating technical backstopping
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10. Roles of regional institutions and United Nations agencies in supporting enhanced adaptation actions in developing countries

29. *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 their current support for adaptation in developing countries, including in relation to capacity building, including of national institutions. The AC agreed on a submission template and requested the secretariat to issue the call for submissions.

30. At its 4th meeting, the AC considered a compilation of submissions (AC/2013/25) received to that date. The AC requested the secretariat to invite a second round of submissions and to prepare an information paper to strengthen the understanding of the roles of regional institutions and UN agencies in supporting enhanced adaptation action in developing countries, based on the submissions received, for consideration at AC5.

31. *Action:* The AC will be invited to consider the information contained in document AC/2014/7.

AC/2014/7	Information paper to strengthen the understanding of the roles of regional institutions and United Nations agencies in supporting enhanced adaptation actions in developing countries
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11. List of regional centres and networks working on adaptation

32. *Background:* Activity 6 of the AC's work plan requests the secretariat to compile a list of regional centres and networks working on adaptation, with a view to strengthening their role in supporting country-driven adaptation actions. An initial list of regional centres and networks, including information on their activities and capacities, is contained in document AC/2014/8.

33. *Action:* The AC will be invited to consider the information contained in document AC/2014/8. Following further input and guidance to the secretariat, the AC may wish to request the secretariat to make the information available online.

AC/2014/8	Initial list of regional centres and networks working on adaptation
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12. Communication of current experiences on means to incentivize the implementation of adaptation actions

34. *Background:* At its 4th meeting, the AC agreed to invite submissions by developed country Parties and bilateral, regional and other multilateral channels on current experience, including criteria, priorities, and other relevant information, 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. These submissions should be invited following the development of a template by the AC at AC5. The information received shall be used to enable the elaboration of a synthesis paper.

35. *Action:* The AC will be invited to consider and finalize the draft template for submissions contained in document AC/2014/9

AC/2014/9	Draft template for submissions to communicate current experiences on means to incentivize the implementation of adaptation actions
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13. Financial support for National Adaptation Plans

36. *Background:* At its 4th meeting, the AC noted that throughout 2013 the AC had considered issues related to financing for NAPs and decided to conduct further work on the matter in 2014, with a view to better understanding the technical issues that may challenge developing countries in accessing resources for NAPs. Issues requiring further technical exploration include the following:

- a) The guiding principles contained in the paper of the Global Environment Facility (GEF) entitled *Operationalizing support to the preparation of the national adaptation plan process in response to guidance from the UNFCCC COP*,³ including how those principles relate to the existing operational policies and guidelines for the Least Developed Countries Fund (LDCF) and the Special Climate Change Fund (SCCF), as well as to the issues of additionality, agreed full costs of activities and the implications of the translation of 'full cost of adaptation' into 'additional costs';
- b) Procedures and/or requirements for LDCs to access the LDCF to finance NAPs;
- c) Procedures and/or requirements for non-LDCs to access the SCCF to finance NAPs.

37. The AC agreed that such work would be supported by a background document on the issues enumerated above, as well as a dialogue at AC5 with GEF representatives of the LDCF and the SCCF. The AC also agreed to invite representatives of other bodies and funds, such as the LEG, the Adaptation Fund (AF) and the GCF Board, to participate in this dialogue.

38. *Action:* The AC will be invited to consider the information contained in document AC/2014/10 and initiate a dialogue with representatives of the GEF, as well as with the LEG, the AF and the GCF Board.

AC/2014/10	Background paper on financial support for National Adaptation Plans
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14. Task force on National Adaptation Plans

39. *Background:* At its 4th meeting, the AC established, in accordance with its rules of procedure, a task force on NAPs to further support developing countries seeking to formulate and implement NAPs. The terms of reference of this task force were annexed to the report of the AC to COP 19.

40. The AC invited participation in the task force by the LEG, the TEC, the SCF and the Board of the Green Climate Fund (GCF Board). The task force will report to the AC at each of its meetings and via e-mail inter-sessionally, as necessary.

³ Document GEF/LDCF.SCCF.14/06, available at <www.thegef.org/gef/meetingdocs/96/50>.

41. The AC requested the task force to develop, with the support of the secretariat, a draft plan of action, taking into account the activities in the AC's workplan and the modalities and activities identified through the AC's work in 2013. The task force will present its draft plan of action at the 5th meeting of the AC for review and approval.

42. Furthermore, it is foreseen that many members of the task force, including those from other constituted bodies under the Convention, will be in Bonn while the 5th meeting of the AC is taking place. The task force will therefore informally launch its work with an initial meeting of the group, which is planned to be held on Friday 7 March 2014

43. *Action:* The AC will be invited to review and approve the draft plan of action of the task force on NAPs, as contained in document AC/2014/11.

AC/2014/11	Draft plan of action of the task force on National Adaptation Plans
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15. Progress made on NAP Central

44. *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. Following a review and evaluation of existing databases containing information on national adaptation planning, AC 3 agreed that, in light of the LEG's current work on its information system NAP Central, there was no need for the AC to develop a separate database. It also nominated a member to participate in the LEG's NAP Central team to contribute to that platform on behalf of the AC, and provide updates to the AC on an on-going basis.

45. *Action:* The AC will be invited to take note of the oral report on progress made in the development of NAP Central.

16. Adaptation Forum

46. *Background:* The first Adaptation Forum took place in Warsaw, Poland, on the margins of COP 19.⁴ The AC, at its 4th meeting, agreed to consider, at AC5, a note containing proposals on objectives, topics, approach, audience, timing, etc., of the Adaptation Fora planned for 2014 and 2015, taking into account lessons learned from the 2013 Forum.

47. The AC further agreed to plan for a forum possibly not linked to COP but to another major conference at AC5.

48. *Action:* The AC will be invited to consider the information contained in document AC/2014/12 and agree on objectives, topics, approach, audience, timing, etc. for the Adaptation Fora to be held 2014 and 2015, including lessons learned from the 2013 Forum.

AC/2014/12	Concept paper for the 2014 and 2015 Adaptation Fora
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17. Meeting to gather up-to date information on adaptation, in collaboration with the Intergovernmental Panel on Climate Change

49. *Background:* Following activity 15 of its work plan, the AC, at its 3rd meeting, initiated consideration of a meeting to gather up-to-date information on adaptation, including the limits of adaptation, in collaboration with the Intergovernmental Panel on Climate Change Working Group II (IPCC-WGII). The AC further agreed to take into account the outcomes of the work programme on loss and damage and cooperate with the Nairobi work programme (NWP) and the IPCC-WGII when planning for, and undertaking, the meeting.

50. AC4 agreed to hold this meeting in-session at SB 40 (June 2014), as by that time the IPCC

⁴ <unfccc.int/7978>.

WG II contribution to the fifth assessment report (AR5) should be available.

51. *Action:* The AC will be invited to consider the information contained in the revised scoping paper on a meeting to gather up-to date information on adaptation, in collaboration with the IPCC (AC/2014/13) and provide further instructions to the secretariat on the organization of the event.

AC/2014/13	Revised scoping paper on a meeting to gather up-to date information on adaptation, in collaboration with the Intergovernmental Panel on Climate Change
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18. Overview and thematic reports

52. *Background:* The AC, as part of its work plan, agreed to prepare two types of reports:

- a) Annual thematic reports, to be produced in 2013 and 2014, which will be thematic and responsive to topical discussions on adaptation; and
- b) A comprehensive overview report, to be produced in 2015, which will include a synthesis and analysis of lessons learned from relevant global and regional processes and meetings in which progress towards the implementation of the CAF has been discussed; and will identify data, information and knowledge gaps.

53. At its 4th meeting the AC agreed that the 2014 thematic report would focus on tools and knowledge available, lessons learned and challenges faced in the application of different approaches guiding national adaptation. The COP, by decision 16/CP.19, requested the AC to consider further focusing this report.

54. AC4 further agreed that the 2015 overview report would focus on progress in the implementation of the CAF, with analysis of, inter alia, lessons learned, good practices and challenges faced in preparing and implementing NAPs, the key role of national institutions and stakeholders in adaptation planning and implementation, and monitoring and evaluating adaptation actions and their support.

55. The AC requested its reports task group to prepare proposals for consideration at AC5 on:

- a) Its 2014 thematic report, including proposals for a clearer title, an annotated outline, an associated template for Parties to provide information, and an updated timeline;
- b) Its 2015 overview report, including a clearer title, an outline, a production process and a timeline as well as the target audience.

56. *Action:* The AC will be invited to consider the information contained in document AC/2014/14 and agree on the issues referred to in paragraph 55 above.

AC/2014/14	Concept note on the 2014 thematic report and the 2015 overview report
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19. Communication, information and outreach strategy

57. *Background:* By activity 22 of its work plan, the AC agreed 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.

58. Following deliberations on this matter at previous meetings, the AC, at its 4th meeting, agreed that its dedicated group would produce a revised version of the communications strategy before COP 19 and to circulate it to the AC. The revised version of the strategy should include information on target audience(s), objectives of communication and outreach, and information on media outreach like press conferences. Should the AC not be able to agree on it before COP, the issue would be taken up again at AC5.

59. The revised strategy was circulated to the AC prior to COP 19 and the AC, in response, agreed to take the issue up again at AC5.

60. *Action:* The AC will be invited to consider and finalize the revised communication, information and outreach strategy contained in document AC/2014/15.

AC/2014/15	Revised communication, information and outreach strategy
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20. Special event during the 40th sessions of the subsidiary bodies

61. *Background:* The COP, by decision 16/CP.19, requested the AC to organize a special event during SB 40 to showcase its activities and to engage in a dialogue with Parties and other relevant stakeholders.

62. *Action:* The AC will be invited to consider the information contained in the outline paper prepared for this meeting, and to give guidance to the secretariat on the organization of the special event.

AC/2014/16	Scoping paper on the Adaptation Committee's special event at the 40 th sessions of the subsidiary bodies
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21. Work load of members of the Adaptation Committee

63. *Background:* During 2013 the AC created a number of internal ad-hoc working groups, as well as a task force involving members from within and outside the AC. Some members of the AC are also members of other constituted bodies under the Convention, or of task groups created by those bodies. The secretariat will prepare and share with the AC an overview of AC members' participation in these groups.

64. Furthermore, the AC is organizing a number of meetings other than the regular meetings of the AC. These include the forthcoming joint AC and NWP meeting, in addition to other planned meetings and events scheduled to take place during the meetings of the subsidiary bodies as well as the Adaptation Forum. The AC previously agreed that it is not necessary for all members of the AC to be present during those meetings that are organized under the auspices of the AC, but that are not regular meetings of the Committee.

65. *Action:* The AC may wish to consider the informal overview provided by the secretariat on the participation of members in task groups and other constituted bodies under the Convention. The AC may wish to consider the necessity of an even distribution of work load among its members. In this context, the AC may also wish to consider modalities for engaging observers in inter-sessional activities.

66. In addition, the AC may wish to agree on criteria for the participation of AC members in meetings organized by the AC other than its regular Committee meetings, keeping in mind the budgetary implications of such attendance and the Committee's resource constraints.

22. Dates for future meetings

67. *Background:* Dates for the following meetings organized by the AC in 2014 have so far been determined:

- a) Joint AC-NWP meeting, 1–4 April 2014;
- b) A meeting on up-to-date information on adaptation to take place during SB 40 (June 2014).

68. *Action:* The AC will be invited to decide on the date and duration of the following meetings:

- a) Sixth meeting of the Adaptation Committee;
- b) Second Adaptation Forum.

23. Any other matters

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

24. Closure of the meeting
