

**Seventh meeting of the Adaptation Committee
Bonn, Germany, 24–27 February 2014**

Provisional agenda and annotations

The Adaptation Committee (AC) looks forward to the active participation of observers in the implementation of its three-year workplan 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.

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I. Provisional agenda

1. Opening and welcome.
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3. Election of the Co-Chairs.
4. Organization of work.
5. Coherence and collaboration on adaptation-related matters under the Convention:
 - a) Adaptation-related mandates under the Convention;
 - b) Collaboration with other constituted bodies under the Convention.
6. National Adaptation Plans (NAPs):
 - a) Adaptation Committee Task Force on NAPs;
 - b) Workshop to share experiences, good practices, lessons learned, gaps and needs on the process to formulate and implement national adaptation plans;
 - c) Financial support for NAPs.
7. Technical support and guidance to the Parties on adaptation action:
 - a) Work of the ad-hoc group on technical support;
 - b) Expert meeting on promoting livelihoods and economic diversification.
8. Monitoring and evaluation of adaptation.
9. Workplan of the Adaptation Committee.
10. Status report:
 - a) External representation of the Adaptation Committee and collaboration with other organizations;
 - b) Workshop on means to incentivize the implementation of adaptation actions;
 - c) Documentary on the 2013 Adaptation Forum;
 - d) 2015 Adaptation Forum;
 - e) 2015 overview report;
 - f) Progress made on NAP Central;
 - g) Organization of an in-session side event at COP 21.
11. Dates for future meetings.
12. Any other matters.
13. Closure of the meeting.

II. Annotations to the provisional agenda

1. Opening and welcome

1. The Co-Chairs of the Adaptation Committee (AC), Mr. Juan Hoffmaister and Ms. Christina Chan, will open the 7th meeting of the AC on 24 February 2015.

2. Adoption of the agenda

2. The provisional agenda for the 7th meeting of the AC will be presented for adoption

AC/2015/1

Provisional agenda and annotations for the seventh meeting of the Adaptation Committee

3. Election of the Co-Chairs

3. *Background:* Pursuant to decisions 2/CP.17 and 16/CP.19, the AC, at its 5th meeting, elected its Co-Chairs, 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.
4. *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 2015

4. Organization of work

5. In order to best address the heavy work load, the Co-Chairs 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 third day of the meeting.
6. The last day of the meeting will be dedicated to initiating the discussions on the next workplan of the AC.

Due to the large number of items for consideration by the AC at its meetings, members are kindly requested to thoroughly familiarize themselves with the documents prepared for the meeting beforehand. Members are kindly requested, to the best extent possible, to share comments and suggestions prior to the meeting.

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

a) Adaptation-related mandates under the Convention

7. *Background:* Activities 1 and 2 of the AC's workplan 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. 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. The document prepared for this meeting highlights relevant outcomes from the 20th session of the COP.
8. *Action:* The AC will be invited to consider document AC/2015/2, and identify concrete activities to reduce duplication, address gaps and promote synergies and actions that may need to be undertaken by the AC.

AC/2015/2	Adaptation-related mandates from COP 20 and SB 41, held in Lima, Peru in December 2014
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b) Collaboration with other constituted bodies under the Convention

9. *Background:* The COP, by decision 2/CP.17, requested the AC to engage and develop linkages through the COP with all adaptation-related work programmes, bodies and institutions under the Convention. This process is well under way.
10. *Action:* This item will be considered jointly with item 5 (a) above. Representatives from other bodies will be invited to join and complement the discussion by presenting their respective Body's recent work and mandates relevant to the work of the Adaptation Committee.

6. National Adaptation Plans (NAPs)

a) Adaptation Committee Task Force on NAPs (NAP TF)

11. *Background:* As part of its workplan for 2014–2015, the NAP TF conducted a meeting between NAP TF members and representatives from UN agencies, relevant multilateral and bilateral organizations and NGOs supporting the NAP process, at the margins of AC6.¹ The main outcomes of that meeting were

¹ <unfccc.int/6989.php#AC>.

discussed at AC6 and fed into the AC's recommendations to the COP, which were adopted at COP 20.² The report on the meeting is contained in document AC/2015/3.

12. *Action:* The AC will be invited to take note of the report on the meeting of the NAP TF referred to in paragraph 11 above, and of proposed next steps of the work of the TF, as necessary.

AC/2015/3	Report on the meeting between members of the Adaptation Committee Task Force on NAPs and representatives from UN agencies, relevant multilateral and bilateral organizations and NGOs supporting the process to formulate and implement national adaptation plans. Report of the Task Force to the Adaptation Committee.
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b) Workshop to share experiences, good practices, lessons learned, gaps and needs on the process to formulate and implement national adaptation plans

13. *Background:* The SBI, at its 40th session, invited the AC, in collaboration with the LEG, to organize a workshop, drawing upon experts and practitioners at different levels to share experiences, good practices, lessons learned, gaps and needs on the process to formulate and implement national adaptation plans, to be held prior to SBI 42 (June 2015). The meeting is scheduled to take place on 16 to 17 April 2015 (see section 11 below) and a concept note for this meeting is contained in document AC/2015/4 below.

14. *Action:* The AC will be invited to discuss and endorse the concept note on the workshop to share experiences, good practices, lessons learned, gaps and needs on the process to formulate and implement national adaptation plans.

AC/2015/4	Concept note on a workshop to share experiences, good practices, lessons learned, gaps and needs on the process to formulate and implement national adaptation plans
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c) Financial support for NAPs

15. *Background:* Throughout 2013 and 2014, the AC, in collaboration with representatives of other related bodies under the Convention, had considered issues relating to financing for NAPs, with a view to better understanding the technical issues that may challenge developing countries in accessing resources for NAPs. At its 6th meeting, the AC considered a concept note for a policy discussion document on issues relating to financing the NAP process. As a result, the AC requested the Co-Chairs to produce a policy discussion document for consideration by AC7, focusing on access to finance and programmatic approaches, with the understanding that other related issues may arise. The policy discussion document is contained in document AC/2015/5.

16. Furthermore, the COP, by decision 3/CP.20, requested the AC and the LEG, in collaboration with the GCF, as an operating entity of the financial mechanism under the Convention, to consider how to best support developing country Parties in accessing funding from the GCF for the process to formulate and implement NAPs, and to report thereon to SBI 42. In order to efficiently engage the GCF in this discussion, a representative of the GCF has been invited to the seventh meeting of the AC.

17. *Action:* The AC will be invited to consider the information contained in document AC/2015/5 and agree on next steps.

18. The AC will further be invited to discuss, in collaboration with the GCF and the LEG, as appropriate, how to best support developing country Parties in accessing funding from the GCF for the process to formulate and implement NAPs, in order to be able to report to SBI 42 accordingly.

AC/2015/5	Policy discussion document: Issues related to financing the process to formulate and implement national adaptation plans
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7. Technical support and guidance to the Parties on adaptation action

a) Work of the ad-hoc group on technical support

² Decision 4/CP.20.

19. *Background:* At its 6th meeting, the AC discussed a short analysis of technical support for adaptation by regional institutions and UN agencies prepared for the meeting (AC/2014/22), and considered further work for its ad-hoc group on technical support. Based on this discussion, the AC requested its ad-hoc group to prepare an options paper, for consideration at AC7, containing next steps in proposing modalities to strategically strengthen and enhance the coherence of the provision of support to developing countries for activities related to adaptation. The AC agreed that the paper should also take into account the relationship of this work with other work streams of the AC.

20. *Action:* The AC will be invited to consider the options contained in document AC/2015/6 and to advise on further action.

AC/2015/6	Modalities to strategically strengthen and enhance the coherence of the provision of support to developing countries for activities related to adaptation. Options for next steps
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b) Expert meeting on promoting livelihoods and economic diversification

21. *Background:* In accordance with activity 18 of its workplan, the AC is to convene an expert meeting, led by members of the AC, on promoting livelihoods and economic diversification to build resilience in the context of planning, prioritizing and implementing adaptation actions. A scoping paper for that meeting is contained in document AC/2015/7.

22. The SBSTA, at its 41st session³ and in response to a recommendation by the AC, concluded that the secretariat, under the guidance of the Chair of the SBSTA and in collaboration with relevant Nairobi work programme partner organizations, should support the expert meeting mentioned in paragraph 21 above.

23. The meeting is mandated to take place during the third quarter of 2015 (see item 11 below), building on the relevant work undertaken under the Nairobi work programme on this matter.

24. *Action:* The AC will be invited to consider the scoping paper prepared for the meeting, and agree on its focus and guiding questions. It will further be invited to identify a lead and other interested members to provide guidance to the secretariat in organizing the workshop.

AC/2015/7	Scoping paper for an expert meeting on promoting livelihoods and economic diversification
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8. Monitoring and evaluation of adaptation

25. *Background:* At its 6th meeting, the AC agreed on next steps and recommendations on monitoring and evaluation (M&E) of adaptation, based on the report on the AC's workshop on that matter held in September 2013 and a related concept note (AC/2014/25).

26. These agreed next steps include the production of information sources, in particular on:

- a) M&E tools and methodologies, such as the use of scorecards for qualitative indicators, to measure adaptation processes and outcomes at the national level, including information on methodological challenges and ways to overcome them; and,
- b) Approaches and examples where countries, particularly developing countries, are using existing national M&E systems, rather than creating new adaptation-specific M&E systems.

27. These information sources should focus in particular on, but not be limited to, developing countries, and should be produced in consultation with the LEG.

28. At the same meeting, the AC recalled the LEG's work on its tool to monitor and evaluate progress, effectiveness and gaps (PEG) in the NAP process which at the time was close to finalization and about to enter into a testing phase.

29. Furthermore, during the intersessional period, the Scientific and Technical Advisory Panel of the GEF (STAP) and the Global Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA) informed the AC of related work that they are carrying out on the scientific basis for measuring, monitoring and evaluating adaptation, including the organization of a workshop. STAP and PROVIA expressed their interest in exploring ways for collaboration with the AC on this matter.

³ FCCC/SBSTA/2014/L.23, para. 7.

30. **Action:** The AC will be invited to:
- a) Consider, within the context of other related mandates and the elaboration of its next workplan, the possible timing to produce any of the information sources referred to in paragraph 26 above;
 - b) Take note of an update on the PEG tool presented by the LEG, and discuss further ways of collaboration with the LEG on the monitoring and evaluation of adaptation;
 - c) Take note of an update from the representatives of STAP and PROVIA on their related work and outcomes of the workshop mentioned in paragraph 29 above, and consider ways for further collaboration in this area, as appropriate.

9. Workplan of the Adaptation Committee

31. **Background:** Pursuant to decision 2/CP.17, the AC agreed on its three-year workplan after its initial meeting in September 2012. The workplan was approved by COP 18 and contains activities for the period 2013–2015.

32. At its 6th meeting, the AC initiated a discussion on its future workplan. It agreed that a gap in workplans between the end of 2015 and the review of the progress and performance of the AC in 2016⁴ is to be avoided. It recognized the need for time and space to develop its work plan during 2015, and established a working group to work electronically during the intersessional period on first steps towards a future workplan and agreed to add additional time to AC7 to allow for a focused discussion on this matter. A discussion note to inform this discussion is contained in document AC/2015/8.

33. To be able to better attune its future work to the expectations of the Parties, while building on the experience to date, the AC invited several experts to provide additional input to this discussion, which is foreseen to take place on 27 February 2015.

34. **Action:** The AC will be invited to gather and discuss inputs for broad topics to be included in its next workplan. This should allow the AC to draft and refine its future workplan intersessionally and present it for consideration and adoption at its 8th meeting.

AC/2015/8

Discussion note on a workplan of the Adaptation Committee after 2015

10. Status reports:

a) External representation of the Adaptation Committee and collaboration with other organizations

35. **Background:** Members have been invited to represent the AC in a number of events organized by other processes under the Convention and by other organizations, including the second meeting of the fourth session of the structured expert dialogue on the 2013-2015 review of the adequacy of the long-term global goal; and a workshop on enhancing systematic observation and related capacity, especially in developing countries, to support preparedness and adaptation in a changing climate, organized by the Global Climate Observing System (GCOS) secretariat, in collaboration with the Intergovernmental Panel on Climate Change (IPCC) and the UNFCCC.

36. The AC is also aware of related international processes which are expected to reach new agreements in 2015, such as the 3rd World Conference on Disaster Risk Reduction, organized by the United Nations Office for Disaster Risk Reduction (UNISDR), expected to agree on a post-2015 framework on disaster risk reduction; and the 70th meeting of the UN General Assembly, expected to adopt its post-2015 development agenda, including sustainable development goals.

37. The AC has further engaged in concrete activities in collaboration, through its Co-Chairs, with a range of organizations, such as the 9th International Conference on Community-Based Adaptation (CBA9), to be organized by the International Institute for Environment and Development (IIED);⁵ and participation in the Advisory Committee on the International Organization for Migration (IOM)'s training manual.

38. **Action:** AC members who represented the AC during events/activities of other constituted bodies under the Convention and other organizations since AC6 will be invited to report on these, including proposing follow up actions by the AC, if any.

⁴ Decision 2/CP.17, para. 119.

⁵ <<http://www.iied.org/cba9-9th-conference-community-based-adaptation-climate-change>>.

39. The AC will also be invited to take note of the processes referred to in paragraph 36 above.
40. The AC will further be invited to receive updates from the Co-Chairs on the status of the activities mentioned in paragraph 37 above.

b) Workshop on means to incentivize the implementation of adaptation actions

41. *Background:* The AC, in accordance with activity 4 of its workplan, will convene a workshop with 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. This workshop is scheduled to take place from 2 to 4 March 2015.
42. The workplan further foresees the preparation of a synthesis paper on means of implementation, considering submissions and other information available. This synthesis paper is contained in document AC/2015/9 and will be made available as background information for the workshop.
43. At its 6th meeting, the AC considered and endorsed a scoping paper for the workshop⁶ and agreed to focus the meeting on the area "Understanding adaptation finance: Success and failure in effective and concrete action". It also agreed on the following elements to consider when organizing the workshop: National institutional arrangements, the private sector, the NAP process; access to finance; and integration. The AC created a working group for the preparation of the workshop and requested the Co-Chairs, with support from the working group and the secretariat, to continue organizing the workshop.
44. *Action:* The AC will be invited to take note of the synthesis paper referred to in paragraph 42 above and an update by the Co-Chairs on the status of preparations for the forthcoming workshop.

AC/2015/9	Synthesis paper on means of implementation
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c) Documentary on the 2013 Adaptation Forum

45. *Background:* The first Adaptation Forum took place on the margins of COP 19 in Warsaw, with the objective of raising the profile of adaptation globally. This objective is supported by the production of a video documentary entitled "Adapting to a changing climate", the English language version of which was launched in December 2014.⁷
46. *Action:* The AC will be invited to take note of an oral report by the secretariat on the launch and distribution of the documentary, as well as feedback received to-date.

d) 2015 Adaptation Forum

47. *Background:* The AC, at its 6th meeting, agreed that the 2015 Adaptation Forum should take place in conjunction with the Global Adaptation Network Forum⁸ in Panama. The AC agreed to task its respective working group with the organization of the Forum, which is scheduled to be held in Panama City on 7 March 2015.
48. *Action:* The AC will be invited to take note of an oral report by the working group on the status of preparations for the forthcoming Forum.

e) 2015 overview report

49. *Background:* At its 5th meeting the AC agreed that its 2015 overview report should combine two themes: an overview of the AC's activities over the first three years; and an evaluation of the way the AC took up the task of "promoting the implementation of enhanced action on adaptation in a coherent manner under the Convention", recognizing the linkages between the two themes. AC6 welcomed a concept note⁹ prepared to that effect, and agreed to adopt it with the amendment that section 3 of the proposed outline (review of the AC) would be taken out. The AC agreed to discontinue the dedicated working group for the AC's thematic and overview reports and requested the secretariat to proceed with the work on the report.

⁶ AC/2014/27.

⁷ <<http://goo.gl/0UqC0a>>.

⁸ <<http://ganadapt.org/news-events/news/gan-news/277-gan-forum-to-be-held-in-panama-city>>.

⁹ AC/2014/28.

50. *Action*: The AC will be invited to take note of an update from the secretariat on the timeline for the drafting and finalization of the report.

f) Progress made on NAP Central

51. *Background*: Pursuant to activity 12 of its workplan, the AC considered the establishment of 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, The AC agreed at its third meeting 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 and contribute to that platform on behalf of the AC, and provide updates to the AC on an on-going basis.

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

g) Organization of an in-session side event at COP 21

53. *Background*: The AC, in its workplan, agreed to convene an in-session workshop/side event at COP 21 to present its recent work on means of implementation, and to discuss technical challenges and best practices in the experience of developing countries in accessing 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.

54. Furthermore, during its deliberations on its 2015 overview report at its 6th meeting, the AC further considered using the side event at COP 21, if possible, to receive feedback on the performance of the AC and suggestions for its future work.

55. *Action*: The AC will be invited to agree on which of the above-mentioned topics it would like to focus the event, keeping in mind the envisaged constraints in terms of time and participation at COP 21.

11. Dates for future meetings

56. *Action*: The AC will be invited to endorse the dates and duration of its meetings for the remainder of 2015:

- a) 16 to 17 April (two days), Bonn, Germany: Workshop, in collaboration with the LEG to share experiences, good practices, lessons learned, gaps and needs on the process to formulate and implement national adaptation plans;
- b) 2nd/3rd week in September 2015 (two days), Bonn, Germany: Expert meeting on promoting livelihoods and economic diversification;
- c) 2nd/3rd week in September 2015 (four days, including one day to finalize the future workplan): 8th meeting of the AC.

12. Any other matters

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

13. Closure of the meeting.