

**Adaptation Committee
First meeting**

**27 August 2012
AC/2012/1/1**

Provisional agenda and annotations for the

First meeting of the Adaptation Committee

Bangkok, Thailand, 7–10 September 2012

Note by the Executive Secretary

I. Provisional agenda

1. Opening and welcome.
2. Election of officers.
3. Adoption of the agenda.
4. Vision and expectations of the work of the Adaptation Committee.
5. Mandated deliverables for 2012:
 - (a) Initial activities for 2012;
 - (b) Three-year work plan;
 - (c) Engagement and development of linkages with other adaptation-related work programmes, bodies and institutions under the Convention;
 - (d) Engagement with, and drawing on expertise of, relevant institutions, organizations, frameworks, networks and centres outside of the Convention;
 - (e) Annual report to the Conference of the Parties on activities of the Adaptation Committee, the performance of its functions, guidance, recommendations and other relevant information arising from its work, as appropriate.
6. Information needs of the Adaptation Committee.
7. Modalities of work.
8. Arrangements for the next meeting.
9. Any other matters.
10. Closure of the meeting.

II. Annotations to the provisional agenda

1. Opening and welcome

1. The first meeting of the Adaptation Committee will be opened on 7 September 2012 by the Executive Secretary of the UNFCCC, who will facilitate the meeting until a Chair and Vice-Chair have been elected. Members will be invited to introduce themselves.

2. Election of officers

2. *Background:* The COP, by decision 2/CP.17, decided that 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 a Party contained in Annex I to the Convention (Annex I Party) and the other being a member from a Party not contained in Annex I to the Convention (non-Annex I Party), and that 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.

3. *Action:* Members of the Adaptation Committee will be invited to elect the Chair and Vice-Chair of the Adaptation Committee.

3. Adoption of the agenda

4. The provisional agenda for the first meeting of the Adaptation Committee will be presented for adoption.

AC/2012/1/1	Provisional agenda and annotations for the first meeting of the Adaptation Committee. Note by the Executive Secretary
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4. Vision and expectations of the work of the Adaptation Committee

5. Members will be invited to contribute to a general discussion on a vision as to what the Adaptation Committee could achieve and to identify their expectations. Members will also be invited to identify key strategies that could be used by the Committee to achieve this vision and expectations.

5. Mandated deliverables for 2012

6. The COP, by decision 2/CP.17, requested the Adaptation Committee to carry out a number of activities, as specified below:

(a) Initial activities for 2012

7. *Background:* The Adaptation Committee is requested to initiate some of the activities contained in annex V to decision 2/CP.17, during its first year.

8. *Action:* The Adaptation Committee will be invited to agree on activities to be initiated in the year 2012.

AC/2012/1/2	Background paper for the first meeting of the Adaptation Committee. Chapter IV. A. and annex III
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(b) Three-year work plan

9. *Background:* The Adaptation Committee is requested to develop, during its first year, a three-year plan for its work, which should include milestones, activities, deliverables and resource requirements, in accordance with its agreed functions, employing the modalities listed in paragraph 94 of decision 2/CP.17, considering the indicative list of activities included in annex V of that decision, for approval by the COP at its eighteenth session.

10. *Action:* The Adaptation Committee will be invited to formulate its three-year work plan for approval by the COP at its eighteenth session in order to enable the prompt start of the activities thereafter.

AC/2012/1/2	Background paper for the first meeting of the Adaptation Committee. Chapter IV. A. and annexes II, III and IV
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(c) Engagement and development of linkages with other adaptation-related work programmes, bodies and institutions under the Convention:

11. *Background:* The Adaptation Committee is requested to engage and develop linkages through the COP 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 non-Annex I Parties, 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.

12. *Action:* The Adaptation Committee will be invited to initiate discussion on linkages with adaptation-related work programmes, bodies and institutions under the Convention, and how to best formalize and use them.

AC/2012/1/2	Background paper for the first meeting of the Adaptation Committee. Chapter IV.B and annex V
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(d) Engagement with, and drawing on expertise of, relevant institutions, organizations, frameworks, networks and centres outside of the Convention.

13. *Background:* The Adaptation Committee is requested to 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.

14. *Action:* The Adaptation Committee will be invited to initiate discussion on how to strategically engage with, and draw on expertise of, relevant institutions, organizations, frameworks, networks and centres outside of the Convention.

(e) Annual report to the Conference of the Parties on activities of the Adaptation Committee, the performance of its functions, guidance, recommendations and other relevant information arising from its work, as appropriate:

15. *Background:* The Adaptation Committee is requested 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 Conference of the Parties.

16. *Action*: The Adaptation Committee will be invited to consider the structure of, and main elements to be included in, its annual report.

6. Information needs of the Adaptation Committee

17. *Background*: In order to perform its functions and carry out the related activities contained in the indicative list of activities contained in annex V to decision 2/CP.17, a range of information from different sources will be required.

18. The need for information covers information that may be required periodically on a regular basis, and information required on an ad-hoc basis for specific actions.

19. *Action*: The Adaptation Committee may wish to define its information requirements, including the type, source and frequency of information needed.

7. Modalities of work

20. *Background*: The COP, by decision 2/CP.17, section III, adopted the modalities and procedures of the Adaptation Committee.

21. *Action*: The Adaptation Committee may wish to identify and discuss organizational and procedural matters not yet covered by the provisions contained in decision 2/CP.17. It may wish to consider the need for establishing a set of rules of procedure, based on the provisions contained in decision 2/CP.17, section III, and drawing upon the rules of procedure of other bodies under the Convention, in order to guide and assist the Committee in the conduct of its work and to ensure its smooth and efficient running.

8. Arrangements for the next meeting

22. The Adaptation Committee will be invited to consider and agree on the dates and venue of its next meeting.

9. Any other matters

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

10. Closure of the meeting.
