

## **Recommendations of the breakout group on reporting:**

Weighing the pros and cons of producing an overview report in 2013, 2014, or 2015, the breakout group decided to recommend to the Committee that it produce an overview report for COP 20 (2014).

The breakout group also decided to recommend that the Committee produce one thematic report in 2013 for COP 19. This thematic report will focus on "coherence under the Convention". It will communicate the "state of play" of adaptation under the Convention, using the information from the mapping exercise and conveying it in a simple and clear way. The audience would be UNFCCC Parties and adaptation stakeholders who want to understand how the Convention is addressing adaptation.

We also decided to recommend that the Committee produce thematic reports once a year.

The breakout group established a short-term ad hoc working group to develop a concept note on the process for and scope of an overview report in 2014 and annual thematic reports on adaptation issues. This group will also work developing the terms of reference for a working group of the AC for the implementation of activity 20 and 21 of the workplan.

We anticipate that this longer-term group would be best served if it is comprised of AC members as well as non-AC members (relevant stakeholders). The AC will develop and agree on criteria for membership on this working group at this third meeting.

The Committee should be proactive with these thematic reports. It could identify themes, such as food security, water, health, that might coincide with themes of the annual forum (e.g., we can declare 2014 the year of X, and the thematic report will focus on X and the annual forum would also focus on X). It could also recommend that the reports should complement other AC work areas, e.g., a report to contribute to the M&E discussion, a report on the national adaptation plan process, a report on economic livelihood diversification, etc. While we should be proactive, we should also be flexible and nimble enough to respond to requests from the COP.

## **Terms of Reference of Short-Term Ad Hoc Working Group on Reports:**

### **A. Mandate**

The group will develop a concept note on the 1) process for and scope of an overview report in 2014 and 2) annual thematic reports for consideration and agreement by the AC at its third meeting, related to Activities 20 and 21 of the AC workplan.

### **B. Scope of work and expected outcome**

The group will develop the concept note in broad consultation with relevant stakeholders and international organizations, with the view of ensuring that whatever the AC produces meets a real demand (so report is not another document sitting on a

shelf), does not duplicate other reports, and leverages expertise and resources of relevant agencies, institutions, networks, etc. The concept notes will also consider innovative ways of defining a report (e.g., World Resources Report was interactive, used case studies, etc.)

The concept note for the overview report will include key features/chapters/issues that the overview report will address and an explanation of major steps in the process of preparing the report (e.g., tasks, authors, reviewers, consultation process, timeline). The development of the overview and thematic reports could be done in partnership with relevant organizations.

The concept note on annual thematic reports will include recommendations on thematic issues for 2014 and 2015 (noting that the scope of the first report in 2013 will be on the state of play of adaptation under the Convention) and an explanation of major steps in the process of preparing these annual thematic reports.

The Group is also requested to develop the Terms of Reference for a Working Group of the Adaptation Committee to carry out the work related to the implementation of these activities (20 and 21), including composition and engagement of other organizations, for consideration, review and approval by the AC.

### C. Composition

The short-term group will comprise of 5 Adaptation Committee members. It should include members from the communications working group and individuals working on the annual forum, to the extent possible, given the linkages between these AC work plan items.