

Adaptation Committee

Revised rules of procedure of the Adaptation Committee

As adopted by the Adaptation Committee at its 5th meeting, Bonn, Germany, 5 to 7 March 2014

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 'Co-Chairs' means the members of the Committee elected as Co-Chairs of the Committee;
- (e) 'Annex I Party' means a Party included in Annex I to the Convention;
- (f) 'Non-Annex I Party' means a Party not included in Annex I to the Convention;
- (g) 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:

- (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;

¹ Decision 2/CP.17, paragraph 101.

- (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 Co-Chairs 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 two Co-Chairs from among its members to serve for a term of one year, with one being a member from an Annex I Party and the other being a member from a non-Annex I Party.⁴
9. If both Co-Chairs are absent at a particular meeting, any other member designated by the Adaptation Committee shall temporarily serve as the Chair of that meeting.⁵
10. If a Co-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 Co-Chairs shall share and allocate between themselves responsibility for chairing meetings of the Adaptation Committee and related intersessional work. The Co-Chairs 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 Co-Chairs 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 Co-Chairs or any member designated by the Committee shall report to the Conference of the Parties on behalf of the Committee.
13. The Co-Chairs or any member designated by the Committee shall represent the Committee at external meetings and shall report back to the Committee on those meetings.
14. The Co-Chairs may also delegate tasks to members of the Committee in the interest of expediting and advancing the work of the Committee.
15. The Committee may further define additional roles and responsibilities for the Co-Chairs.

² Decision 2/CP.17, paragraph 106.

³ Decision 2/CP.17, paragraph 107.

⁴ Decision 2/CP.17, paragraph 108 and decision 16/CP.19, paragraphs 6 and 7.

⁵ Decision 2/CP.17, paragraph 109 and decision 16/CP.19, paragraphs 6 and 7.

⁶ Decision 2/CP.17, paragraph 110 and decision 16/CP.19, paragraphs 6 and 7.

16. The Co-Chairs, in the exercise of their functions, remain under the authority of the Committee.

V. Subcommittees, panels, and advisory and working groups

17. 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

18. 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.

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 Co-Chairs. 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.

⁷ Decision 2/CP.17, paragraph 113.

⁸ Decision 2/CP.17, paragraph 118.

⁹ Decision 2/CP.17, paragraph 112.

VIII. Agenda and documentation for meetings

25. The Co-Chairs, 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 Co-Chairs. The revised provisional agenda should be transmitted to the members of the Committee immediately.
27. The secretariat shall transmit the provisional annotated agenda for a meeting to the members of the Committee at least four weeks prior to that meeting. The provisional annotated agenda may be transmitted after that date with the approval of the Co-Chairs.
28. Documents for a meeting of the Committee, unless otherwise decided by the Co-Chairs, should be published on the UNFCCC website at least three weeks prior to that meeting, to the extent possible.
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

42. Should technical and financial resources permit, the meetings of the Adaptation Committee that are open shall be webcast through the UNFCCC website.

XIV. Working language

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

XV. Amendments to the rules of procedure

44. These rules of procedure, except those contained in decision 2/CP.17 and decision 16/CP.19, may be amended by the Committee.

XVI. Overriding authority of the Convention

45. 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.