

Three-year workplan of the Adaptation Committee

	Activity	Milestones/deliverables	Time frame	Responsibility	Resource requirement ^a
1	Map mandates, workplans, and/or decisions with adaptation relevance of the Adaptation Fund Board (AFB), the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), the Climate Technology Centre and Network (CTCN), the Green Climate Fund Board (GCF-B), the Least Developed Countries Fund (LDCF), the work programme on loss and damage (L&D WP), the Least Developed Countries Expert Group (LEG), national adaptation plans (NAPs), the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), the Standing Committee (SC), the Special Climate Change Fund (SCCF), the Technology Executive Committee (TEC) and the Durban Forum, in order to identify areas of duplication as well as synergies and to consider what actions may need to be undertaken by the Adaptation Committee	Information paper on possible cooperation in order to reduce duplication of actions, address gaps and strengthen synergies	November 2012, with updates every year after the session of the Conference of the Parties (COP)	Secretariat	Low
		Identification of decisions with adaptation relevance and inclusion of actions of the Adaptation Committee in an updated workplan, as appropriate	First quarter of every year	Adaptation Committee	Low
2	Compare and analyse maps in order to identify areas of duplication, gaps and synergies and to consider what actions may need to be undertaken by the Adaptation Committee	Discussion of maps at the second meeting of the Adaptation Committee	First quarter of every year	Adaptation Committee	Low
		Identification of concrete activities to reduce duplication, address gaps and promote synergies and of actions that may need to be undertaken by the Adaptation Committee	First quarter of every year	Adaptation Committee	Low
3	Based on the outcomes of activities 1 and 2, implement activities to reduce duplication, address gaps and strengthen synergies, such as: (i) Meet with representatives of the AFB, the CGE, the CTCN, the GCF-B, the LDCF/SCCF Council, the L&D WP, the LEG, NAPs, the NWP, the SC and the TEC, in order to share views on strengthening linkages within the Convention	Establishment of working linkages with all adaptation-relevant bodies and work programmes under the Convention			
		Shared understanding among the Adaptation Committee and other adaptation-relevant bodies, as well as across agenda items, on ways in which to reduce duplication, address gaps and promote synergies, in order to enhance action on adaptation	Second quarter of 2013, and ongoing as needed	Adaptation Committee	Low

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	(ii) Contribute to the work of the SC	Provision of expertise on adaptation to the SC in its work as it assists the COP in exercising its functions with respect to the financial mechanism of the Convention, in terms of improving coherence and coordination in the delivery of climate change financing, the rationalization of the financial mechanism, the mobilization of financial resources, and the measurement, reporting and verification of the support provided to developing country Parties	Ongoing	Adaptation Committee	Low
	(iii) Collaborate with the CTCN and the TEC	Provision of expertise on adaptation to the CTCN and the TEC in their work, including the TEC's: Inventory of institutions that are active in climate technology Review of technology needs Thematic dialogues Technology road maps Technical paper on adaptation	Ongoing	Adaptation Committee	Low
	(iv) Collaborate with the LEG in its efforts to support least developed countries (LDCs) in their national adaptation planning	Responding to requests from the LEG	Ongoing	Adaptation Committee	Low
	(v) Convene workshops with input from and the participation of the SC, the TEC, the LEG, the GCF-B, the LDCF/SCCF and other relevant bodies and programmes, in order to share technical adaptation-related expertise on topics such as: Best practices and needs of local and indigenous communities (Second topic still to be determined by the Adaptation Committee in consultation with relevant stakeholders)	Scoping paper for the workshop on best practices and needs of local and indigenous communities	First quarter of 2014	Adaptation Committee, supported by the secretariat	Low
		Workshop on best practices and needs of local and indigenous communities, and report on the workshop	Third quarter of 2014	Adaptation Committee, supported by the secretariat	High
		Identification of recommendations and guidance for consideration by the COP, as appropriate and as needed, based on the outcomes of the workshop on best practices and the needs of local and indigenous communities, with a view to providing technical support and guidance to Parties, in order to facilitate	Fourth quarter of 2014	Adaptation Committee	Low

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		the enhanced implementation of adaptation actions			
		Decision to be taken by the Adaptation Committee on the second topic in consultation with relevant stakeholders	Fourth quarter of 2014	Adaptation Committee	Low
4	Convene a workshop with the 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	Scoping paper for the workshop	Third quarter of 2013	Adaptation Committee, supported by the secretariat	Low
		Workshop and report on the workshop	First quarter of 2014	Adaptation Committee, supported by the secretariat	High
		Provision of information and recommendations, drawing from good adaptation practices, as appropriate and as needed, for consideration by the COP when providing guidance 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	Fourth quarter of 2014	Adaptation Committee	Low
5	Invite regional institutions and United Nations agencies supporting work on adaptation to communicate, as per the template developed by the Adaptation Committee, their current support for adaptation in developing countries, including in relation to capacity building, including of national institutions	Development of submission template/guidance	First quarter of 2013	Adaptation Committee	Low
		Call for submissions	Second quarter of 2013	Adaptation Committee	Low
		Compilation of submissions	Third quarter of 2013	Secretariat	Low
		Information paper that strengthens the understanding of the roles of regional institutions and United Nations agencies in supporting enhanced adaptation actions in developing countries	Fourth quarter of 2013	Secretariat	Low

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6	Compile a list of regional centres and networks working on adaptation, with a view to strengthening their role in supporting country-driven adaptation actions	List of regional centres and networks working on adaptation, including information on their activities and capacities	First quarter of 2014	Secretariat, guided by the Adaptation Committee	Low
		Information available online and updated regularly	First quarter of 2014, and ongoing	Secretariat, guided by the Adaptation Committee	Medium
7	Consider developing a strategy to address the gaps and opportunities identified by means of the information provided by the organizations in activity 6, as well as the lessons learned from the work carried out to strengthen the coherence of adaptation within the Convention, to: Facilitate the provision of technical assistance to developing countries in undertaking their vulnerability and adaptation assessments Assist countries in establishing and strengthening their national institutions and regional networks and centres	Decision to be taken by the Adaptation Committee on a strategy	First quarter of 2014	Adaptation Committee	Low
8	Consider establishing an expert group, led by a panel of the Adaptation Committee, with representatives from United Nations agencies and other relevant organizations, to follow up on the above, pending a decision to be taken by the Adaptation Committee	Decision to be taken by the Adaptation Committee on the creation of an expert group	First quarter of 2014	Adaptation Committee	Low
9	Prepare a list of adaptation experts, drawing on existing rosters	Development of criteria for the selection of experts, including with a thematic focus (e.g. water, agriculture, etc.) and other relevant areas of expertise	First quarter of 2013	Secretariat, guided by the Adaptation Committee	Low
		Development and maintenance of the list	Second quarter of 2013	Secretariat, guided by the Adaptation Committee	Low

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		Information available online and updated regularly	Second quarter of 2013, and ongoing	Secretariat, guided by the Adaptation Committee	Low
10	Establish an ad hoc group, in collaboration with relevant organizations and experts, to work on modalities and guidelines for NAPs for non-LDC developing countries for consideration by the Adaptation Committee at its second meeting	Creation of an ad hoc group within the Adaptation Committee and identification of the tasks of the group, for a report containing recommendations and input for consideration by the Adaptation Committee in the third quarter of 2013	First quarter of 2013	Ad hoc group, supported by the secretariat	Low
		Report identifying modalities and guidelines for consideration by the Adaptation Committee	Second quarter of 2013	Ad hoc group	Medium
11	Further consider developing modalities and guidelines to support non-LDC developing countries in the planning, prioritization and implementation of national adaptation planning measures	Modalities and guidelines developed, using, as input, the report of the ad hoc group and other relevant work, such as outputs of the LEG	First quarter of 2014	Adaptation Committee	Low
12	Establish a database or clearing house type mechanism for information related to national adaptation planning	Scoping paper	First quarter of 2013	Adaptation Committee, supported by the secretariat	Low
		Technical specifications	Fourth quarter of 2013	Adaptation Committee, supported by the secretariat	Medium
		Prototype version	Fourth quarter of 2013	Adaptation Committee, supported by the secretariat	Medium
13	Communicate with Parties, relevant bodies, programmes and institutions, with a view to collecting and compiling relevant information for national adaptation planning, and identify good practices for integrating adaptation into national development policies, processes and actions in collaboration with the LEG and the NWP	Exchange of information with Parties, relevant bodies, programmes and institutions	Ongoing	Adaptation Committee	Low
		Information paper on lessons learned and good practices	First quarter of 2014	Adaptation Committee	Medium

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14	Conduct a workshop on the monitoring and evaluation of adaptation, building on and contributing to existing processes related to this topic	Scoping paper to determine the focus, level and other aspects of the workshop, in order to ensure that the workshop is useful to Parties in implementing enhanced adaptation actions	First quarter of 2013	Adaptation Committee, supported by the secretariat	Low
		Workshop and report on the workshop	Second quarter of 2013	Adaptation Committee, in cooperation with the secretariat and relevant organizations	High
		Identification of recommendations and guidance for consideration by the COP, as appropriate and as needed, with a view to providing technical support and guidance to Parties, in order to facilitate the enhanced implementation of adaptation actions	Fourth quarter of 2013	Adaptation Committee	Low
15	Convene 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)	Scoping paper for the meeting, to be informed by the outcomes of the L&D WP	Third quarter of 2013	Adaptation Committee, in cooperation with the IPCC-WGII, the NWP and the secretariat	Low
		Agreement with the IPCC-WGII on cooperation	Fourth quarter of 2013	Adaptation Committee, in cooperation with the IPCC-WGII, the NWP and the secretariat	Low
		Meeting and report on the meeting	First quarter of 2014	Adaptation Committee, in cooperation with the IPCC-WGII, the NWP and the secretariat	High

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16	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 Adaptation Committee	Creation of an ad hoc group, identification of the tasks of the group and the qualifications of its members, and a decision on its size	First quarter of 2014	Adaptation Committee	Medium
17	Consider work resulting from the outcomes of the L&D WP	Consideration of work resulting from the outcomes of the L&D WP	First quarter of 2013	Adaptation Committee	Low
18	Convene an expert meeting, led by members of the Adaptation Committee, on promoting livelihood and economic diversification to build resilience in the context of planning, prioritizing and implementing adaptation actions	Scoping paper for the expert meeting	First quarter of 2015	Adaptation Committee, in cooperation with the secretariat and the NWP	Low
		Expert meeting and report on the expert meeting	Second quarter of 2015	Adaptation Committee, in cooperation with the secretariat and the NWP	High
		Identification of recommendations and guidance for consideration by the COP, as appropriate and as needed, with a view to providing technical support and guidance to Parties, in order to facilitate the enhanced implementation of adaptation actions	Fourth quarter of 2015	Adaptation Committee	Low
19	Consider various issues and approaches in relation to means of implementation, such as: Monitoring adaptation programmes and projects implemented, including the funding provided and received, and providing a synthesis report to the COP Inviting a dialogue between adaptation practitioners and financial institutions on funding adaptation Improving coherence with regard to monitoring and evaluating adaptation activities	Decision to be taken by the Adaptation Committee on addressing means of implementation	Third quarter of 2013	Adaptation Committee	Low

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20	Identify the process for and scope of an overview report and other periodic reports on adaptation issues relevant to the work of the Adaptation Committee	Concept note, including methods and tools to compile information on adaptation issues, and timelines for the reports	First quarter of 2013	Ad hoc group	Low
21	Prepare periodic overview reports synthesizing information and knowledge relating to, inter alia, the implementation of adaptation actions and good adaptation practices, observed trends, lessons learned, gaps and needs, including in the provision of support, and areas requiring further attention, for consideration by the COP, drawing on information from Parties and from other relevant reports and documents, including those of other bodies under the Convention	Periodic overview reports	Third quarter of every year	Adaptation Committee, supported by the secretariat	High
22	Establish an ad hoc group, in collaboration with relevant organizations and experts, 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	Creation of an ad hoc group and identification of the tasks of the group	First quarter of 2013	Adaptation Committee	Medium
		Development and implementation of a communication strategy, consistent with the mandate of the Adaptation Committee, bearing in mind that a cornerstone of the strategy must be the UNFCCC community itself, for consideration by the Adaptation Committee	Third quarter of 2013, and ongoing	Ad hoc group	Low

^a **Resource requirements:**

- “Low” indicates activities that can be carried out with the use of existing or minimum resources. Examples include activities that can be carried out by members of the Adaptation Committee and/or with the assistance of the secretariat;
- “Medium” indicates activities that require additional resources that could probably be mobilized internally. Examples include activities that require the use of consultants;
- “High” indicates activities that require a large amount of resources that are not readily at the disposal of the Adaptation Committee, and that would usually require fundraising and technical resource mobilization, which could include collaboration with other organizations, institutions or centres.

An assessment of the costs of the activities to be carried out in the period 2014–2015 will depend on the outcome of the budget negotiations for that biennium.