



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

Date: dd mmm 2016  
Reference: EXCOM/MK/cma  
Direct line: +49 228 815-1168

Dear Sir/Madam,

On behalf of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (hereinafter referred to as the Executive Committee) of the United Nations Framework Convention on Climate Change (UNFCCC) and in our capacity as its Co-Chairs, we are pleased to present you with an opportunity to enhance synergies between your work and that of the Executive Committee in the areas related to preparing for, responding to and building resilience against loss and damage associated with climate change impacts.

The Conference of the Parties (COP), at its nineteenth session, established the Warsaw International Mechanism to address loss and damage associated with the adverse effects of climate change through its three main functions: enhancing knowledge and understanding of comprehensive risk management approaches; strengthening dialogue, coordination, coherence and synergies among relevant stakeholders; and enhancing action and support, including finance, technology and capacity building. The Executive Committee is mandated to guide the implementation of these functions. The COP, at its twentieth session, approved the initial two-year workplan of the Executive Committee.

Action Area 5 of the initial two-year workplan focuses on enhancing the understanding of the capacity and coordination needs with regard to preparing for, responding to and building resilience against loss and damage associated with extreme and slow onset events, including through recovery and rehabilitation.

In this context, the Executive Committee is inviting you in your capacity as the UNFCCC Focal Point (State Party), to describe the systems or processes currently in place for conducting and coordinating analyses of climate risk and loss and damage associated with the adverse effects of climate change, taking into account extreme and slow onset events. To facilitate this, we have provided you with the attached questionnaire, which we ask you, as UNFCCC Focal Point, working in collaboration with other national entities that you deem relevant to this work, to complete and return to us by X date.

As a result of this activity and the status quo that you provide for your country, it is envisioned by the COP that an expected result will be documentation and dissemination of the information provided in order to guide the way forward. Specifically, information provided will serve as an input into the subsequent work of the Executive Committee, in particular, the preparation of a paper that consolidates experiences and lessons learned and identifies priority areas for increasing capacity and investment.



Page 2

We are happy to answer any questions you may have as you consider this invitation.

Yours sincerely,

*(Signed by)*

Pepetua Latasi and Shereen D'Souza  
Co-Chairs of the Executive Committee

Attachment: Questionnaire per country to be completed by UNFCCC Focal Point, working in collaboration with other relevant national entities.