

Guidance for the working group 4 on

**Letter of invitation and plan for related work on AA5(a) and AA5(b)**

(4 February 2016)

Facilitator:

Rapporteur:

**Tasks**

1. To prepare a *set of questionnaires to be included in the letter* of invitation, for endorsement by the Excom
2. To prepare clear guidance, to the extent possible in a textual format, for revising the draft letter of invitation for endorsement and adoption by the Excom
3. If time permits, initiate discussion on practical steps for delivering expected results for activities AA5(a) and AA5(b)

**Action area 5**

Enhance 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

**Activity (a)**

Invite relevant national disaster risk management and international humanitarian organizations and their partners, taking into account extreme and slow onset events and with a view toward comprehensive climate risk management:

- i. To develop and conduct country-specific analyses of climate risk and associated loss and damage associated with the adverse effects of climate change in different sectors;
- ii. To identify institutional requirements to prevent, minimize or otherwise manage loss and damage associated with the adverse effects of climate change

**Activity (b)**

Invite relevant organizations at all levels to collaborate with the Executive Committee to assess, including through the use of existing relevant data and knowledge, the capacity of humanitarian and disaster risk management systems for:

- i. Emergency preparedness and response;
- ii. Taking anticipatory action to reduce risks;
- iii. Explicitly increasing resilience during post climate-related disaster recovery, rebuilding and rehabilitation

**Possible issues to consider with relation to the plan of action:**

- Finalizing the content and timeframe of the letter of invitation

**Ancillary questions:**

- Concrete actions to be undertaken under AA5(a) and AA5(b);
- Expected outputs/deliverables;
- Organizations and their partners to invite to carry out the actions;
- Timelines