



Ms. Andrea Bacher
Policy Manager
Environment and Energy Commission
International Chamber of Commerce
Focal point of business and industry non-governmental
organizations (BINGO)
38, cours Albert 1er
75008 Paris, France

Date: 5 October 2016

Reference: AC/MCDL

E-mail: andrea.bacher@iccwbo.org

Dear Ms. Bacher,

On behalf of the Adaptation Committee (AC), we would like to express our sincere interest to cooperate with the business and industry non-governmental organizations (BINGO), in particular on the technical examination process on adaptation (TEP-A).

As you may know, the TEP-A was established at COP 21 as part of the decision adopting the Paris Agreement (see decision 1/CP.21, paragraphs 109-113 and 124-132). The objective of the TEP-A is to identify concrete opportunities for strengthening resilience, reducing vulnerabilities, and increasing the understanding and implementation of adaptation actions. It is organized by the subsidiary bodies, conducted by the AC and supported by the secretariat. For the first time, through this process, the voice of non-Party stakeholders, including the business community, is brought to the formal discourse on adaptation.

As part of the TEP-A, technical expert meetings (TEMs) are organized each year to discuss policies, actions and concrete opportunities, and their implementation. The outcomes of these discussions and other relevant information are reflected in a technical paper and further distilled in a summary for policymakers. The summary for policymakers feeds into a high-level event, which will be held in conjunction with the meetings of the COP through to 2020.

At its 9th meeting from 1 to 3 March 2016, the AC decided to establish a working group to lead the AC work on the TEP-A and ensure effective conduct of this process. The working group was initially composed of AC members who were tasked to plan, within a short period of time, the technical expert meetings held on 24 and 25 May 2016.

At its 10th meeting from 13 to 16 September 2016, the AC reconfirmed the need to expand the TEP-A working group to include members from other constituted bodies and constituencies. The AC agreed on the terms of reference for the working group and its membership to be composed of:

- At least four representatives from the AC, taking into consideration the balance between developed and developing country Parties as well as gender;
- A representative from the Least Developed Countries Expert Group;
- A representative from the Technology Executive Committee;
- A representative from the Standing Committee on Finance;
- A representative from the business and industry non-governmental organizations (BINGO);



- A representative from the research and independent non-governmental organizations (RINGO);
- A representative from the environmental non-governmental organizations (ENGO).

The AC requested the expanded working group to identify possible additional topics for the TEP-A up to 2020, develop and implement a workplan for 2017-2020, plan for the TEMs on adaptation each year, and consult with the secretariat on the preparation of the technical paper.

The working group is co-led by two AC members, Ms. Madeleine Diouf and Mr. Klaus Radunsky. It is expected to continue its work primarily through emails and conference calls, however in-person meetings may be convened on an exceptional basis in conjunction with other UNFCCC events. Further information on its composition and objective is contained in its terms of reference attached to this letter.

In light of the above, we would like to invite the BINGO constituency to nominate one representative who meets the membership requirements¹ to join the TEP-A working group. We would appreciate it if you could inform us of your nomination by 31 October 2016 by communicating this information to Ms. Ina Lambert from the UNFCCC secretariat at ILambert@unfccc.int. Kindly note that the AC actively encourages gender balance in its working groups.

Since its inception, observer organizations play an important role in supporting the AC in its role and the Committee looks forward to a very fruitful collaboration with your constituency.

Yours sincerely,

(Signed by)

Minpeng Chen
Co-Chair Adaptation Committee

(Signed by)

Don Lemmen
Co-Chair Adaptation Committee

¹ Cf. section 4 of the Annex.



Annex

Terms of reference for the AC working group on the technical examination process on adaptation

1. Introduction

1. The Conference of the Parties at its twenty-first session (COP 21) decided as part of the enhanced action prior to 2020 in the decision adopting the Paris Agreement that two technical examination processes (TEPs) will take place during 2016-2020: one on mitigation and one on adaptation (TEP-A).² The COP further decided that the TEP-A is to be organized by the subsidiary bodies, be conducted by the Adaptation Committee (AC) and supported by the secretariat.

1. The objective of the TEP-A is to identify concrete opportunities for strengthening resilience, reducing vulnerabilities, and increasing the understanding and implementation of adaptation actions, including through:

- a) Facilitating the sharing of good practices, experiences and lessons learned;
- b) Promoting cooperative action on adaptation;
- c) Identifying actions, including actions that could enhance economic diversification and have mitigation co-benefits;
- d) Identifying opportunities to strengthen enabling environments and enhance the provision of support for adaptation in the context of specific policies, practices and actions.

2. Decision 1/CP.21 also makes provision for the TEP-A to comprise each year, at least the following elements, which are to be supported by the secretariat:

- a) Technical expert meetings (TEMs) focusing on specific policies, strategies and actions;
- b) A technical paper, prepared on the basis of the TEMs, on opportunities to enhance adaptation action, as well as options to support their implementation;
- c) A summary for policymakers (SPM), which will be prepared annually by the secretariat in consultation with the High-Level Champions and published at least two months in advance of the COP high-level event. The SPM will cover aspects of the mitigation and adaptation TEPs and the Global Climate Action Agenda.

3. The AC, in conducting the TEP-A, is to engage with and explore ways to take into account, synergize with and build on the existing arrangements for adaptation-related work programmes, bodies and institutions under the Convention so as to ensure coherence and maximum value. At its ninth meeting, the AC decided to establish the TEP-A working group to lead the AC work on the TEP-A and to ensure effective conduct of this process.

2. Objective and scope of the work of the TEP-A working group

4. The TEP-A working group is requested by the AC to provide technical guidance and advice in support of the AC's conduct of the TEP-A, including supporting the AC in engaging with and exploring ways to take into account, synergize with and build on the existing arrangements for adaptation-related work programmes, bodies and institutions under the Convention.

5. The working group is particularly requested by the AC to:

- a) Identify possible additional topics up to 2020, including proposing possible sequencing of these

² Decision 1/CP.21, paragraphs 109-113 and 124-132.



topics and further ways to engage other entities in the TEP-A;

- b) Develop and implement a workplan for 2017-2020 to effectively support all aspects of the TEP-A;
- c) Plan for the TEMs on adaptation each year, including selecting speakers;
- d) Consult with the secretariat on the preparation of the technical paper.

6. The TEP-A working group will present a progress report and a plan for further action at each meeting of the AC for review and approval. When necessary, the AC will also review and approve the work of the TEP-A working group intersessionally by electronic communication.

3. Composition of the TEP-A working group

7. The TEP-A working group will include at least four members of the AC taking into consideration the balance between developed and developing country Parties and gender.

8. Decision 1/CP.21 and submissions from Parties and organizations encourage the AC to engage with a wide range of stakeholders in conducting the TEP-A. To respond to this request, the membership of the TEP-A working group is expanded to include the following six members:

- a) One representative of the Least Developed Countries Expert Group;
- b) One representative of the Technology Executive Committee;
- c) One representative of the Standing Committee on Finance;
- d) One representative of the business and industry non-governmental organizations (BINGO);
- e) One representative of the research and independent non-governmental organizations (RINGO);
- f) One representative of the environmental non-governmental organizations (ENGO).

9. In addition, experts, including those from intergovernmental organizations, may be invited to join the TEP-A working group on an ad-hoc basis to contribute their expertise to relevant topics of the TEP-A.

4. Membership requirements and selections

10. Members who are not representing entities under the Convention will be expected to be familiar with the UNFCCC process and the work of the AC.

5. Leadership

11. The AC will nominate two of its members to co-lead the TEP-A working group. The overall leadership and accountability for the conduct of the TEP-A remain with the AC.



Mr. Wael Hmaidan
Director
Climate Action Network - International Secretariat
Focal point of environmental non-governmental
organizations (ENGO)
Rmayl, Nahr Street, Jaara Buidling,
4th Floor Beirut, 14-5472 Lebanon

Date: 05 October 2016

Reference: AC/MCDL

E-mail: whmaidan@climatenetwork.org

Dear Mr. Hmaidan,

On behalf of the Adaptation Committee (AC), we would like to express our sincere interest to cooperate with the environmental non-governmental organizations (ENGO), in particular on the technical examination process on adaptation (TEP-A).

As you may know, the TEP-A was established at COP 21 as part of the decision adopting the Paris Agreement (see decision 1/CP.21, paragraphs 109-113 and 124-132). The objective of the TEP-A is to identify concrete opportunities for strengthening resilience, reducing vulnerabilities, and increasing the understanding and implementation of adaptation actions. It is organized by the subsidiary bodies, conducted by the AC and supported by the secretariat. For the first time, through this process, the voice of non-Party stakeholders is brought to the formal discourse on adaptation.

As part of the TEP-A, technical expert meetings (TEMs) are organized each year to discuss policies, actions and concrete opportunities, and their implementations. The outcomes of these discussions and other relevant information are reflected in a technical paper and further distilled in a summary for policymakers. The summary for policymakers feeds into a high-level event, which will be held in conjunction with the meetings of the COP through to 2020.

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The working group is co-led by two AC members, Ms. Madeleine Diouf and Mr. Klaus Radunsky. It is expected to continue its work primarily through emails and conference calls, however in-person meetings may be convened on an exceptional basis in conjunction with other UNFCCC events. Further information on its composition and objective is contained in its terms of reference attached to this letter.

In light of the above, we would like to invite the ENGO constituency to nominate one representative who meets the membership requirements¹ to join the TEP-A working group. We would appreciate it if you could inform us of your nomination by 31 October 2016 by communicating this information to Ms. Ina Lambert from the UNFCCC secretariat at ILambert@unfccc.int. Kindly note that the AC actively encourages gender balance in its working groups.

Since its inception, observer organizations play an important role in supporting the AC in its role and the Committee looks forward to a very fruitful collaboration with your constituency.

Yours sincerely,

(Signed by)

Minpeng Chen
Co-Chair Adaptation Committee

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3. The AC, in conducting the TEP-A, is to engage with and explore ways to take into account, synergize with and build on the existing arrangements for adaptation-related work programmes, bodies and institutions under the Convention so as to ensure coherence and maximum value. At its ninth meeting, the AC decided to establish the TEP-A working group to lead the AC work on the TEP-A and to ensure effective conduct of this process.

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Ms. Monica Alessi
Programme Manager
Centre for European Policy Studies
Focal point of research and independent non-
governmental organizations (RINGO)
Place du Congrès 1
1000, Brussels, Belgium

Date: 5 October 2016

Reference: AC/MCDL

E-mail: monica.alessi@ceps.eu

Dear Ms. Alessi,

On behalf of the Adaptation Committee (AC), we would like to express our sincere interest to cooperate with the research and independent non-governmental organizations (RINGO), in particular on the technical examination process on adaptation (TEP-A).

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In light of the above, we would like to invite the RINGO constituency to nominate one representative who meets the membership requirements¹ to join the TEP-A working group. We would appreciate it if you could inform us of your nomination by 31 October 2016 by communicating this information to Ms. Ina Lambert from the UNFCCC secretariat at ILambert@unfccc.int. Kindly note that the AC actively encourages gender balance in its working groups.

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