

Third meeting of the Adaptation Committee

Bonn, Germany, 18–20 June 2013

PROVISIONAL AGENDA AND ANNOTATIONS

I. Provisional agenda

1. Opening and welcome.
2. Adoption of the agenda.
3. Update on progress made on adaptation-related matters at SB 38.
4. Implementation of the three-year work plan:
 - (a) Coherence of adaptation-related matters under the Convention, and collaboration with adaptation-relevant bodies and institutional arrangements;
 - (b) Activities relating to means of implementation for adaptation;
 - (c) Invitation to regional institutions and United Nations agencies to communicate current support for adaptation in developing countries;
 - (d) List of adaptation experts;
 - (e) Database or clearing house-type mechanism for information relating to national adaptation planning;
 - (f) Modalities and guidelines for NAPs for non-LDC developing countries;
 - (g) Workshop on monitoring and evaluation of adaptation;
 - (h) Gathering up-to-date information on adaptation;
 - (i) Work resulting from the work programme on loss and damage;
 - (j) Overview report and thematic reports;
 - (k) Communication, information and outreach strategy.
5. Annual adaptation forum.
6. Any other matters.
7. Closure of the meeting.

<p>The AC looks forward to the active participation of observers in the implementation of its three-year work plan and kindly requests organizations intending to participate at the meetings of the AC to come prepared with concrete proposals of potential support to the Committee's work.</p>
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II. Annotations to the provisional agenda

1. Opening and welcome

8. The Chair of the Adaptation Committee (AC), Ms. Margaret Mukahanana-Sangarwe, will open the third meeting of the AC on 18 June 2013.

2. Adoption of the agenda

9. The provisional agenda for the third meeting of the AC will be presented for adoption.

AC/2013/9	Provisional agenda and annotations for the third meeting of the Adaptation Committee. Note by the Chair
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3. Update on progress made on adaptation-related matters at SB 38

10. The secretariat will present an overview of outcomes from the negotiations on adaptation-related matters at the 38th sessions of the subsidiary bodies (SBs), held in Bonn, Germany, from 3 to 14 June 2013.

4. Implementation of the three-year work plan

(a) Coherence of adaptation-related matters under the Convention, and collaboration with adaptation-relevant bodies and institutional arrangements

11. *Background:* The AC, by decision 1/CP.16, was established to promote the implementation of enhanced action on adaptation in a coherent manner under the Convention. In response to this mandate the Committee included activities 1 to 3 into its three-year work plan. At its second meeting held in March 2013, the AC discussed activities 1, 2 and 3 jointly. The AC agreed to continue working on this matter inter-sessionally and to prepare an updated summary note on coherence and collaboration on adaptation-related issues under the Convention (AC/2013/10).

12. The AC also agreed to invite the Chairs of other relevant bodies under the Convention to meetings of the AC as appropriate.

13. The AC further agreed on the AC's representation on the Advisory Board of the Climate Technology Centre and Network (CTCN) and the participation of several members of the AC, on behalf of the Chair and the Vice Chair, in meetings of other bodies under the Convention.

14. *Action:*

- (a) Chairs or representatives of several relevant bodies will be invited to present brief updates and views on scope and modalities for collaboration to ensure coherence of adaptation action under the Convention;
- (b) AC members who attended meetings/events of the TEC, CTCN and the SCF during the inter-sessional period will be invited to report on these meetings;
- (c) The AC will be invited to discuss modalities for future representation of the AC in relevant meetings/events under and outside the Convention
- (d) The AC will be invited to discuss the information contained in document AC/2013/10 in order to:
 - 1. Identify concrete proposals, including recommendations for possible inclusion in an updated AC work plan, based on COP 18 decisions, as appropriate;

2. Identify concrete activities to reduce duplication, address gaps and promote synergies and of actions that may need to be undertaken by the AC;
3. Establish working linkages with all adaptation-relevant bodies and work programmes under the Convention.

AC/2013/10	Updated summary note on coherence and collaboration on adaptation-related issues under the Convention
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(b) **Activities relating to means of implementation for adaptation**

15. *Background:* The AC agreed to include several activities into its work plan (activities 4 and 19) relating to means of implementation for enhanced adaptation action in a coherent manner under the Convention, including:

- (a) To 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 (Activity 4);
- (b) To consider various issues and approaches on means of implementation, such as:
 1. Monitoring adaptation programmes and projects implemented, including the funding provided and received, and providing a synthesis report to the COP;
 2. Inviting a dialogue between adaptation practitioners and financial institutions on funding adaptation;
 3. Improving coherence with regard to monitoring and evaluating adaptation activities.

16. The Chair and the Vice Chair requested the secretariat to prepare a background note to support the AC in its initial consideration of this matter (AC/2013/11).

17. *Action:* The AC will be invited to initiate consideration of this matter, taking into account information contained in document AC/2013/11, with a view to:

- (a) Preparing a scoping paper for the workshop referred to in paragraph 15 (a) above; and
- (b) Agreeing on any additional activities to address means of implementation for adaptation.

AC/2013/11	Background note on AC activities relating to means of implementation for adaptation
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(c) **Invitation to relevant regional institutions and United Nations agencies to communicate current support for adaptation in developing countries**

18. *Background:* The AC, through activity 5 of its work plan, decided to invite regional institutions and United Nations agencies supporting work on adaptation to communicate, as per a template developed by the AC, their current support for adaptation in developing countries, including in relation to capacity building, including of national institutions. As a first step, the AC, at its 2nd meeting, considered a draft submission template and mandated the secretariat to revise the template based on inputs received during the meeting. The secretariat was also mandated to prepare draft modalities for the call for submissions, such as recipients and means of distribution for the call. The revised template and potential modalities for the call for submissions are contained in document AC/2013/12.

19. *Action:* The AC will be invited to consider and finalize the information contained in document AC/2013/12, with a view to enabling the secretariat to issue the call for submissions shortly after the third meeting of the AC.

AC/2013/12	Revised draft note on submissions by regional institutions and United Nations agencies on current support for adaptation in developing countries
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(d) **List of adaptation experts**

20. *Background:* Within the context of enabling the AC to provide technical expertise to Parties, and as reflected under activity 9 of the AC's work plan, the AC decided to prepare a list of adaptation experts, drawing on existing rosters. At its 2nd meeting, the AC noted that a range of expert lists are already operational both within and outside the UN system. The secretariat was therefore mandated to finalize the background note on selection criteria prepared for the AC's 2nd meeting¹ and to also prepare a review of existing rosters of experts, including the frequency at which these lists are updated. This information is contained in document AC/2013/13.

21. *Action:* The AC will be invited to consider the information contained in document AC/2013/13, with a view to determining any next steps, as appropriate.

AC/2013/13	Report on the review of existing lists of adaptation experts
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(e) **Database or clearing house-type mechanism for information relating to national adaptation planning**

22. *Background:* By activity 12 of its work plan the AC decided to establish a database or clearinghouse-type mechanism for information related to national adaptation planning. At its 2nd meeting the AC agreed that, as a first step, the secretariat shall perform a review and evaluation of existing databases containing information on national adaptation planning. The report on this review, including a set of recommendations, is contained in document AC/2013/14.

23. *Action:* The AC will be invited to consider the information contained in document AC/2013/14 with a view to deciding on next steps, as appropriate.

AC/2013/14	Report on the review of existing databases and clearing-house type mechanisms for national adaptation planning
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(f) **Modalities and guidelines for NAPs for non-LDCs**

24. In line with activity 10 of its work plan, and consistent with the provisions of relevant decisions of the COP,² the AC decided to establish an ad hoc group within the Committee, in collaboration with relevant organizations and experts, to work on modalities and guidelines for NAPs for non-LDC developing countries, for consideration by the AC. At its 2nd meeting, the AC agreed that the group would review existing guidelines, including the LDC NAP guidelines, and prepare a report on the review for consideration at its 3rd meeting. The review report should contain recommendations for the AC's consideration and decisions on next steps, as appropriate. The review report is contained in document AC/2013/15.

25. *Action:* The AC will be invited to consider the information contained in document AC/2013/15, with a view to assessing the need to establish new guidelines or revising existing ones.

¹ AC/2013/5.

² Decision 5/CP.17, paragraph 30 and decision 12/CP.18, preamble.

AC/2013/15	Report on a review of existing guidelines for national adaptation planning
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(g) **Workshop on monitoring and evaluation of adaptation**

26. *Background:* As reflected in activity 14 of its work plan, the AC decided to conduct a workshop on monitoring and evaluation of adaptation, building on and contributing to existing processes related to this topic. The AC, at its 2nd meeting, discussed a draft scoping paper on this matter and agreed to move the workshop from the second quarter of 2013, as indicated in the work plan, to the second half of the year in order to allow for adequate preparation time. The AC also agreed to continue working on this matter inter-sessionally and to prepare, for consideration at its 3rd meeting, a draft concept note providing further details on the workshop. This information is contained in document AC/2013/16.

27. *Action:* The AC will be invited to consider the information contained in document AC/2013/16 and to agree on scope, focus, target audience and a draft workshop agenda, in order to facilitate the timely organization of the workshop in the second half of 2013.

AC/2013/16	Draft concept note on a workshop on monitoring and evaluation of adaptation
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(h) **Gathering up-to-date information on adaptation**

28. *Background:* By activity 15 of its three-year work plan the AC agreed to organize a meeting to gather up-to-date information on adaptation, including the limits of adaptation, in collaboration with IPCC Working Group II. In order to facilitate the AC's initial consideration of this matter, the Chair and the Vice Chair requested the secretariat to prepare a draft scoping paper, which is contained in document AC/2013/17.

29. *Action:* The AC will be invited to consider the information contained in document AC/2013/17, with a view to finalizing, at AC 4, a scoping paper for the meeting.

AC/2013/17	Draft scoping paper on a meeting to gather up-to-date information on adaptation, including the limits of adaptation, in collaboration with IPCC Working Group II
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(i) **Work resulting from the work programme on loss and damage**

30. *Background:* The AC, by activity 17 of its work programme, agreed to consider work resulting from the work programme on loss and damage. At its 2nd meeting, the AC noted that the item is currently being negotiated under the SBI, with the expectation that institutional arrangements to address loss and damage would be established at COP 19. The AC agreed not to intervene with current negotiations but indicate its readiness to provide advice upon request from Parties.

31. *Action:* The AC will be invited to consider the conclusions from SB 38 on this matter and, if needed, prepare suggestions on possible ways for the AC to provide advice, within its mandate, on work relating to loss and damage.

(j) **Overview report and thematic reports**

32. As reflected in activities 20 and 21 of the AC's work plan, the AC decided to identify the process for and scope of an overview report and thematic reports on adaptation issues 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.

33. At its 2nd meeting, the AC mandated a group of members to prepare a concept note for consideration at its next meeting. The concept note is contained in document AC/2013/18 and contains information on:

- (a) Key features/chapters/issues that the overview report will address, as well as an explanation of major steps in the process of preparing the report;
- (b) An explanation of major steps in the process of preparing annual thematic reports and recommendations on thematic issues for 2014 and 2015;
- (c) Terms of reference for the mandated Ad-hoc group of the AC to carry out the work related to the implementation of these activities, including composition and engagement of other organizations.

34. *Action:* The AC will be invited to consider the information contained in document AC/2013/18 and agree on next steps in order to allow for the timely preparation of these reports.

AC/2013/18	Concept note on the preparation of an overview report and thematic reports
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(k) **Communication, information and outreach strategy**

35. *Background:* By activity 22 of its work plan the AC decided to 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.

36. At its 2nd meeting the AC agreed on the composition of this Ad-hoc group and on an approach for the development of the communication, information and outreach strategy. The AC then requested the group to prepare a draft strategy for finalization at its 3rd meeting. This draft strategy is contained in document AC/2013/19.

37. *Action:* The AC will be invited to consider the information contained in document AC/2013/19 with a view to finalizing its communication, information and outreach strategy.

AC/2013/19	Paper on a communication, information and outreach strategy
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5. **Annual adaptation forum**

38. *Background:* Following the provisions of paragraph 23 of the report of the AC to COP 18, the COP requested the AC to consider the establishment of an annual adaptation forum to maintain a high profile for adaptation under the Convention, to raise awareness and ambition with regard to adaptation actions and to facilitate enhanced coherence of adaptation actions.³

39. At its 2nd meeting the AC requested a group of AC members to further consult the AC on a first annual adaptation forum in 2013 and prepare a summary of these consultations and a revised concept note on a 2013 annual forum for consideration by AC 3. This information is contained in document AC/2013/20. The AC further agreed to prepare a refined concept note on the organization of forums to be held in 2014 and 2015, including terms of reference, for consideration by AC 3. This draft concept note is contained in document AC/2013/21.

40. *Action:* The AC will be invited to consider information contained in documents AC/2013/20 and 21, with a view to agreeing on next steps, as appropriate.

³ Decision 1/CP.18, paragraph 57.

AC/2013/20	Revised concept note on an adaptation forum to be held in 2013
AC/2013/21	Draft concept note on adaptation forums to be held in 2014 and 2015

6. Any other matters

41. Any other matters arising during the meeting will be taken up under this item.

7. Closure of the meeting
