

Fourth meeting of the Adaptation Committee

Nadi, Fiji, 5–7 September 2013

DRAFT PROVISIONAL AGENDA AND ANNOTATIONS

I. Provisional agenda

1. Opening and welcome.
2. Adoption of the agenda.
3. Coherence and collaboration on adaptation-related matters under the Convention and activities relating to means of implementation for adaptation:
 - (a) Reports from members on representing the AC at external meetings;
 - (b) Proposals on possible support by the Nairobi work programme (NWP) to the implementation of the work of the AC;
 - (c) Activities relating to means of implementation and other ways to enhance coherence and collaboration.
4. Communication of current support for adaptation in developing countries by regional institutions and United Nations agencies.
5. NAPs for non-LDC developing countries, including collaboration with the LDC Expert Group (LEG).
6. Collaboration with the LEG on NAP Central.
7. Information for national adaptation planning, in collaboration with the LEG and the NWP.
8. Overview report and thematic reports.
9. Communication, information and outreach strategy.
10. Annual Adaptation Forum.
11. Report to COP 19.
12. Dates and venues for future meetings.
13. Any other matters.
14. 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

1. The Chair of the Adaptation Committee (AC), Ms. Margaret Mukahanana-Sangarwe, will open the fourth meeting of the AC on 5 September 2013.

2. Adoption of the agenda

2. The provisional agenda for the fourth meeting of the AC will be presented for adoption.

AC/2013/22	Provisional agenda and annotations for the fourth meeting of the Adaptation Committee. Note by the Chair
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3. Coherence and collaboration on adaptation-related matters under the Convention and activities relating to means of implementation for adaptation:

(a) Reports from members on representing the AC at external meetings

3. *Action:* AC members who attended meetings/events of other constituted bodies under the Convention during the inter-sessional period will be invited to report on these meetings, as appropriate.

(b) Proposals on possible support by the Nairobi work programme to the implementation of the work of the AC

4. *Background:* The Subsidiary Body for Scientific and Technological Advice (SBSTA), at its 38th session, expressed its readiness to support the AC in the implementation of relevant activities of its work plan through the Nairobi work programme. The SBSTA invited the AC to provide recommendations in its next report on how the work programme could provide such support.

5. The AC, at its 3rd meeting, agreed to address this request at AC4 and requested the secretariat, under the guidance of the Chair and the Vice-Chair, to prepare a background note to facilitate the consideration of this matter. This note is contained in document AC/2013/24.

6. *Action:* The AC will be invited to consider the proposals contained in document AC/2013/24 and agree on next steps to respond to the mandate referred to in paragraph 4 above.

AC/2013/24	Proposals on possible support from the Nairobi work programme to the work of the Adaptation Committee
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(c) Activities relating to means of implementation and other ways to enhance coherence and collaboration

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

- (a) (Activity 4) 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;

- (b) (Activity 19) To consider various issues and approaches on means of implementation.

8. COP 18 requested the AC to further elaborate the activities referred to in paragraph 7 (b) above and to inform COP 19 accordingly. Responding to this request, the AC, at its 3rd meeting, agreed to elaborate on activity 19 by more clearly articulating a work stream of related activities on means of implementation, which are anchored in the functions of the Committee. The AC requested a task group to prepare a note on this item for consideration at AC4, which is contained in document AC/2013/23.

9. Also at its 3rd meeting, the AC continued its discussion on coherence of adaptation-related matters under the Convention and collaboration with adaptation-relevant bodies and institutional arrangements. In addition to the issues referred to in paragraphs 7 and 8 above, the AC requested the same task group to also include in its note for consideration by AC4 proposals for other ways to enhance collaboration and coherence, such as options and ideas for a joint working group between AC members and members of other relevant bodies and considering work plans of other relevant bodies to identify areas for alignment and synergy.

10. A specific matter in the context of collaboration is posed by the Advisory Board of the Climate Technology Centre and Network (CTCN AB). The CTCN AB, at its 2nd meeting, will be invited to discuss criteria for prioritizing countries' requests to the CTCN, including as they relate to support for adaptation. The AC, being represented on the CTCN AB, will be able to provide input into this discussion.

11. Furthermore, the Chair of the AC received a letter from the Chair of the TEC and requested the secretariat to forward the letter to all members. The letter informs the AC of next steps in the development of Technology Briefs on adaptation and invited the AC to continue its collaboration with the TEC on this matter.

12. The note prepared for consideration at AC4 on this item is to build upon the previous note on the same subject prepared for AC3, as well as a working paper prepared by an AC member; and to take into account outcomes of the breakout groups and discussions at AC.

13. Action: The AC will be invited to consider, based on the information contained in document AC/2013/23:

- (a) An approach for the scoping paper for the workshop on means of implementation, as referred to in paragraph 7 (a) above;
- (b) Addressing activity 19 of the AC's work plan;
- (c) Options and ideas for a joint working group between AC members and members of other relevant bodies;
- (d) Messages to convey to the CTCN Advisory Board for its discussion on the issue referred to in paragraph 10 above;
- (e) The proposal by the TEC referred to in paragraph 11 above and agree on next steps, as appropriate;
- (f) Any other information contained in the document and to take action as appropriate.

AC/2013/23	Coherence and collaboration on adaptation-related matters under the Convention, in particular in relation to means of implementation for adaptation
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4. Communication of current support for adaptation in developing countries by regional institutions and United Nations agencies

14. *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 their current support for adaptation in developing countries, including in relation to capacity building, including of national institutions.

15. The AC, at its third meeting, agreed on a submission template and requested the secretariat to issue the call for submissions, which was done with a deadline of 5 August 2013. A compilation of submissions received is contained in document AC/2013/25. Based on the submissions received, an information paper will be produced, for consideration at AC 5, to strengthen understanding of the roles of regional institutions and UN agencies in supporting enhanced adaptation action in developing countries.

16. *Action:* The AC will be invited to take note of the submissions contained in document AC/2013/25.

AC/2013/25	Compilation of submissions received from regional institutions and United Nations agencies on current support for adaptation in developing countries
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5. NAPs for non-LDC developing countries, including collaboration with the LDC Expert Group (LEG)

17. *Background:* In line with activity 10 of its work plan, and consistent with the provisions of relevant decisions of the COP,¹ 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 National Adaptation Plans (NAPs) for non-LDC developing countries, for consideration by the AC.

18. At its 2nd meeting, the AC requested a group of members to review relevant existing guidelines, including the LDC NAP guidelines, and to report back at its 3rd meeting. AC3 then agreed that the existing NAP guidelines are accessible and relevant for all Parties and present a good basis for this work.

19. AC3 further agreed to develop a more specific proposal on how the Committee can engage with the LEG on next steps on NAPs collaboration, including providing input into the LEG's efforts to develop supplemental NAPs information/guidance on NAPs by March 2014. The proposal is contained in document AC/2013/26.

20. *Action:* The AC will be invited to consider the proposal contained in document AC/2013/26 and agree on next steps, as appropriate.

AC/2013/26	Proposal on engagement of the Adaptation Committee with the Least Developed Countries Expert Group on collaboration on National Adaptation Plans
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6. Collaboration with the LEG on NAP Central

21. *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 requested the secretariat to perform a review and evaluation of existing databases containing information on national adaptation planning, and to report back at its 3rd meeting.

¹ Decision 5/CP.17, paragraph 30, and decision 12/CP.18, preamble.

22. AC 3 then agreed that, in light of the LEG's current work on its information system *NAP Central*, there was no need for the AC to develop a separate database. It also nominated a member to participate in the LEG's *NAP Central* team to contribute to that database initiative on behalf of the AC, and provide updates to the AC on an ongoing basis.

23. *Action*: The AC will be invited to take note of the oral report on progress made in the development of *NAP Central*.

7. Information for national adaptation planning, in collaboration with the LEG and the NWP

24. *Background*: By activity 13 of its work plan, the AC agreed to 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.

25. To this end, the AC, in its work plan, further agreed to exchange information with Parties, relevant bodies, programmes and institutions on an ongoing basis, and to prepare an information paper on lessons learned and good practices during the first quarter of 2014.

26. *Action*: The AC will be invited to consider relevant work undertaken by the LEG and the NWP, including how the NWP can assist the AC as outlined in the note referred to in item 3 (b) above (AC/2013/24) and to agree on next steps, as appropriate.

Relevant work undertaken by the LEG and the NWP:

FCCC/SBSTA/2012/INF.6	Compilation of case studies on national adaptation planning processes. Note by the secretariat
FCCC/GEN/263 E ²	Best practices and lessons learned in addressing adaptation in the least developed countries. Volume 1
FCCC/GEN/278 E ²	Best practices and lessons learned in addressing adaptation in the least developed countries. Volume 2

8. Overview report and thematic reports

27. *Background*: By activities 20 and 21 of its 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.

28. At its 3rd meeting, the AC agreed on the outline and topic (State of Adaptation under the Convention) of the 2013 thematic report. It requested the secretariat to prepare, under the guidance of the Chair and the Vice-Chair, and taking into account inputs from a group of AC members, a first draft for consideration at AC4.

29. AC 3 further agreed to take up considerations on the 2014 thematic report and the 2015 overview report at AC 4.

30. *Action*: The AC will be invited to consider the draft thematic report for 2013³ and

² Available on <<http://unfccc.int/6110>>.

³ This internal document will not be made available on the secretariat website.

advise on next steps for its finalization. It will further be invited to take up considerations on topics and process for the preparation of the 2014 thematic report and the 2015 overview report, taking into account a concept note prepared for this meeting (AC/2013/29).

AC/2013/29

Concept note on the 2014 thematic report and the 2015 overview report

9. Communication, information and outreach strategy

31. *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.

32. At its 2nd meeting the AC agreed on the composition of this 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 AC3.

33. AC3 postponed consideration of this matter to AC4 and requested members to provide inputs to the secretariat by 7 August 2013 for the revision of the current draft communication strategy. It requested the secretariat to compile these inputs and make them available for consideration at AC4. The compilation is contained in document AC/2013/27.

34. It further agreed on the usefulness of a set of frequently asked questions and fact sheets for internal use by members of the AC. It requested the secretariat to initiate work on this matter and to report on progress made to AC4.

35. *Action:* The AC will be invited to

- (a) Consider the revisions to the draft communication, information and outreach strategy as contained in document AC/2013/27;
- (b) Designate a new lead for the ad-hoc group working on the strategy;
- (c) Consider the interim report on progress made on the compilation of frequently asked questions and fact sheets for internal use by the AC.⁴

AC/2013/27

Compilation of revisions to the draft communication, information and outreach strategy

10. Annual Adaptation Forum

36. *Background:* Following the provisions of paragraph 23 of the report of the AC to COP 18, and paragraph 57 of decision 1/CP.18, AC2 agreed on the establishment of an Annual Adaptation Forum, and that the first forum should take place on the margins of COP 19. AC 3 considered the 2013 forum and agreed on a provisional working title for the forum of *Adapting to climate change – safeguarding our future: Sharing relevant adaptation experience at all levels to build best practices*. The AC requested a group of its members, supported by the secretariat, to further elaborate the details for the 2013 forum and to report back to AC4. The AC further agreed that the discussions on the 2014 and 2015 forums will also be taken up again at AC4.

37. *Action:* The AC will be invited to consider the revised concept note on the 2013 Adaptation Forum, as contained in document AC/2013/28, and agree on next steps, as appropriate. The AC will also be invited to take up considerations on the Adaptation

⁴ This internal document will not be made available on the secretariat website.

Forums to be held in 2014 and 2015 (AC/2013/21).

AC/2013/28	Revised concept note on the Adaptation Forum to be held in 2013
AC/2013/21	Draft concept note on Adaptation Forums to be held in 2014 and 2015

11. Report to COP 19

38. *Background:* The COP, as stated in decision 11/CP.18, looks forward to receiving information, at its 19th session, on progress made by the AC in the implementation of the workplan to deliver on its objectives of promoting coherence in adaptation under the Convention and synergies with organizations, centres and networks outside the Convention and providing technical support and guidance to the Parties.

39. The COP also requested the AC to further elaborate the work referred to in activities 7, 8, 11, 17 and 19 of its work plan.

40. *Action:* The AC will be invited to take action as appropriate.

12. Dates and venues for future meetings

41. *Background:* In accordance with decision 2/CP.17 and the approved three-year work plan of the AC, the following meetings should be scheduled in 2014:

- (a) 5th meeting of the AC;
- (b) 6th meeting of the AC;
- (c) Workshop on best practices and needs of local and indigenous communities (Activity 3.v);
- (d) Workshop on means of implementation (Activity 4);
- (e) Meeting to gather up-to-date information on adaptation, including limits of adaptation, in collaboration with IPCC Working Group II (Activity 15).

42. *Action:* The AC will be invited to agree on the dates for the meetings listed in paragraph 41 above. The default venue is Bonn, Germany.

13. Any other matters

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

14. Closure of the meeting
