

**Fourth meeting of the Adaptation Committee
Nadi, Fiji, 5-7 September 2013****Concept note:****Preparation of the 2015 overview report and 2014 annual thematic report on
adaptation****1. Introduction and scope of the note**

The Overview and Annual Thematic Reports will provide information on adaptation to Parties, as well as the broader international adaptation community, and will use the Cancun Adaptation Framework as a guiding and organizing framework. The overarching purpose of the Overview and Annual Thematic Reports, consistent with the functions and mandate of the AC, is:

- To strengthen, consolidate and enhance the sharing of relevant information, knowledge, experience and good practices, at the local, national, regional and international levels, taking into account, as appropriate, traditional knowledge and practices; and
- To provide information and recommendations, drawing on adaptation good practices, for consideration by the COP when providing guidance on means to incentivize the implementation of adaptation actions, including finance, technology and capacity-building and other ways to enable climate-resilient development and reduce vulnerability, including to the operating entities of the financial mechanism of the Convention, as appropriate.

At AC3, the AC agreed on the following:

2015 Overview Report:

- The overview report will be useful to and inform, as appropriate, the strategic directions of the COP and other relevant UN bodies.
- The AC will seek to incorporate into the report a synthesis and analysis of lessons from relevant global and regional processes and meetings where progress towards the Cancun Adaptation Framework is discussed as well as identify data/information/ knowledge gaps.
- The report could consider information on adaptation coming out of the national communications and the fifth assessment report of the IPCC next year (while not duplicating or overlapping with it), provide a synthesis of information currently available through the Nairobi Work Programme, or other relevant information, and/or provide an integrated and scientifically credible global adaptation assessment to support decision-making processes at appropriate levels.
- The small group on reports will prepare a more detailed outline of the 2015 overview report during the inter-sessional period for consideration at AC4. The reports group, with support from the secretariat, will develop the report. Input will be solicited from other organizations, but the writing of the report will be done by the AC with support from the secretariat (including the engagement of a consultant).

Annual Thematic Reports:

- The annual thematic reports will be thematic and responsive to topical discussions on adaptation. They could be sector-, scale-, and/or approach-specific.
- The 2013 thematic report will be produced by COP 19 and provide a snapshot of how adaptation is currently addressed under the Convention, including by non-adaptation specific agenda items and institutional arrangements, like those related to means of implementation. With the 2013 thematic report, the AC will seek to raise awareness and understanding about how adaptation is handled under the Convention by the COP, particularly Party representatives, as well as by non-Party observers, who are not deeply engaged in the adaptation negotiations. See the annex for more details on the proposed outline.
- The 2014 annual thematic report should be linked to activities developed by the AC, building on overall coherence and consistency of the work of the AC.
- The small group on reports will prepare a more detailed concept note for the 2014 annual thematic report.
- An annual thematic report will not be produced in 2015, as that is the year it will be publishing the overview report.

This concept note includes proposed outline for the 2015 overview report and for the 2014 annual thematic report, and requests the AC to make several decisions at its fourth meeting.

2. Overview report

The 2015 overview report will use the Cancun Adaptation Framework as a guiding and organizing framework. The overview report should strengthen, consolidate and enhance the sharing of relevant information, knowledge, experience and good practices, at the local, national, regional and international levels, taking into account, as appropriate, traditional knowledge and practices. It will also provide information and recommendations, drawing on adaptation good practices, for consideration by the COP when providing guidance on means to incentivize the implementation of adaptation actions, including finance, technology and capacity-building and other ways to enable climate-resilient development and reduce vulnerability, including to the operating entities of the financial mechanism of the Convention, as appropriate.

We suggest that we emphasize depth of analysis/synthesis of lessons learned rather than breadth. One of the criteria for selecting the topics for the report (guided by the Cancun Adaptation Framework and the functions of the AC) is whether there is a rich enough evidence base. Otherwise, it will be difficult to move from description of a topic (e.g., like an inventory of projects) to an actual synthesis or analysis of a topic. We can use various sources of information, like the IPCC 5AR, national communications, NWP, information provided by Parties, and results from the AC call for submissions to regional networks and UN agencies.

Ideas for topics for synthesis/analysis of lessons learned/good practices include:

- Key role of national institutions in adaptation planning and implementation (what are the various approaches to national level adaptation planning/implementation, does it matter which ministry is lead, what can we learn from inter-ministerial steering committees, are there lessons/good practices for how to engage with sub-national stakeholders, including local governments and communities?)

- Experience of the national adaptation plan process, including integrating adaptation into national development policies, processes, and actions.
 - Using climate information for proactive adaptation action, looking deeper and in the context of the Convention for lessons and synthesized information (e.g., what lessons can we synthesize about how climate information can be produced such that it is useable and actionable by Parties and other stakeholders, about how to address uncertainties in planning adaptation activities or to avoid maladaptation, etc.).
 - Monitoring and evaluating adaptation actions (building from the paper that Secretariat prepared for AC2 and from M&E workshop in Fiji and any follow up work that may occur)
 - Accessing adaptation finance (e.g how do different multilateral funds work, and what lessons and good practices can we raise, etc? We would need to consult with the SCF to avoid duplication of effort))
- Timeline, Tasks and Deadlines¹:

Task	Led by	Deadline
1. Assemble Reports Group and identify potential stakeholders to provide input	AC	AC3
2. Develop detailed concept note, with proposal for topics and identification of potential stakeholders to provide input	Reports Group	3Q 2013
3. Agree on topics/theme/focus and potential stakeholders to provide input	AC	3Q 2013 at AC4
4. Develop a draft annotated outline	Report Group	4Q 2013 – 1Q 2014
5. Review and revise the draft annotated outline	AC	1Q 2014
6. Collect/synthesize information and draft report	Report Group	2Q-3Q 2014
7. Review the draft	AC	3Q or 4Q 2014
8. Revise the draft report, incorporating comments from the AC	Report Group	1Q-2Q 2015
9. Seek input from external stakeholders	Report Group	Early 2Q 2015
10. Review the draft report	AC	Late 2Q 2015
11. Finalize the report	Report Group	3Q 2015
12. Disseminate the report	AC	4Q 2015

¹ Tentative deadlines, pending decisions on specific dates of AC meetings in 2014 and 2015.

3. 2014 Thematic report

The Annual Thematic Reports will be thematic and responsive to topical discussions on adaptation. They could be sector-, scale-, and/or approach-specific.

The 2014 annual thematic report should be linked to activities developed by the AC, building on overall coherence and consistency of the work of the AC.

We suggest therefore to select a topic for the 2014 based on our work plan, such as:

- M&E (three guiding questions from workshop in September)
- Experience on NAPs
- Technology and adaptation

We could also link the 2014 thematic report to a topic identified as being relevant during the Adaptation Forum. In this case, we would need to decide on the topic after the 2013 Adaptation Forum.

With respect to modalities, we could undertake joint papers with relevant bodies (e.g., a joint paper with the LEG on NAPs (best practices, methodologies, use of guidelines, suggestion for supplemental guidelines), or a joint paper with TEC (like co-producing AC-TEC brief on adaptation, topic still to be determined).

We suggest the AC select a theme that ideally can be done in conjunction with another activity under the AC work plan. Otherwise, 2014 will be a very difficult year for the small group on reports, given we need to also produce a first draft of the 2015 overview report.

- Timeline, Tasks, and Deadlines² for 2014 thematic report:

Task	Led by	Deadline
1. Agree on theme for 2014 thematic report	AC	3Q 2013 AC4
2. Develop an annotated outline	Reports Group	1Q 2014
3. Review outline	AC	2Q 2014
4. Prepare draft report	Reports Group	2Q-3Q 2014
5. Review draft report	AC	3Q 2014
5. Finalize draft report	Reports Group	3Q 2014
6. Disseminate report	AC	4Q 2014

4. Next steps, including issues for approval at AC4

The AC may wish to use the information provided in this note to discuss and agree on the topics and timelines for the 2015 overview report and 2014 annual report, as well as consider the need for COP approval of the topics for either or both the reports.

² Tentative deadlines, pending decisions on specific dates of AC meetings in 2014 and 2015.