
**Sixteenth meeting of the Adaptation Committee
Bonn, Germany, 9 to 12 September 2019**

Provisional agenda and annotations

The Adaptation Committee (AC) looks forward to the active participation of observers in the meeting and kindly requests observers to come prepared with concrete proposals to support the work of the AC.

I. Provisional agenda

1. Opening and welcome.
2. Adoption of the agenda.
3. Organization of work.
4. Promoting overarching coherence:
 - a. Collaboration with other adaptation-related institutional arrangements under the Convention;
 - b. Guidance to the Nairobi work programme on impacts, vulnerability and adaptation to climate change;
 - c. Mainstreaming a gender perspective into the work of the Adaptation Committee.
5. Addressing mandates from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at its first session:
 - a. Adaptation Communications: Draft supplementary guidance for voluntary use by Parties in communicating adaptation information;
 - b. Methodologies for assessing adaptation needs;
 - c. Modalities for recognizing the adaptation efforts of developing country Parties.
6. Work of the Adaptation Committee working group on the Technical Examination Process on Adaptation.
7. Technical support and guidance to the Parties on adaptation action:
 - a. Work of the Adaptation Committee Task Force on National Adaptation Plans;
 - b. Monitoring and evaluation of adaptation;
 - c. Linkages between mitigation and adaptation;
 - d. Connecting short-, medium- and long-term adaptation planning at the national and subnational level, including data, financial flows and others.
8. Technical support and guidance to the Parties on means of implementation:
 - a. Engagement with the private sector;
 - b. Capacity gaps in accessing adaptation funding;
 - c. Input to the draft guidance to the operating entities of the Financial Mechanism of the Convention.
9. Awareness-raising, outreach and sharing of information:
 - a. Information products;
 - b. Review and update of the Adaptation Committee's communications plan, including a social media strategy;
 - c. 2019 Report on Adaptation under the UNFCCC by the Adaptation Committee;
 - d. Adaptation Forum.
10. Report of the Adaptation Committee to the 25th session of the Conference of the Parties.
11. Organization of inter-sessional work.
12. Dates for future meetings.
13. Any other matters.
14. Closure of the meeting.

II. Annotations to the provisional agenda

1. Opening and welcome

1. The Co-Chairs of the Adaptation Committee (AC) will officially open the 16th meeting of the AC on 9 September 2019 at 10:00 hrs.

2. Adoption of the agenda

2. The provisional agenda for the 16th meeting of the AC will be presented for adoption.

AC/2019/16

Provisional agenda and annotations for the sixteenth meeting of the AC

3. Organization of work

3. The structure of the provisional agenda is based on the AC's workplan. In order to best organize the work, the Co-Chairs propose that all items will initially be addressed in plenary. Items that the AC cannot conclude within the foreseen time slot will be considered in subsequent break-out groups and concluded in plenary on the last day of the meeting.

4. Observers will be welcome throughout the meeting, unless otherwise decided by the committee. They will be invited to make interventions under all agenda items and participate in breakout group discussions. The meeting can also be followed live and on demand through Skype Broadcast.¹

4. Promoting overarching coherence

4.a Collaboration with other adaptation-related institutional arrangements under the Convention

5. *Background:* Collaboration is a key element of the AC's work in promoting coherent action on adaptation under the Convention. Several activities are contained in the AC's workplan to that effect, including those stemming from mandates from the CMA.

6. AC members nominated to contribute to the work of other institutional arrangements under the Convention, as well as those who represented the AC at other meetings before, during and after the 50th sessions of the subsidiary bodies (SB 50), shared the resulting next steps via email with the AC for information and further consideration.

7. This item will in particular focus on the longer-term mode of work of the AC with the Least Developed Countries Expert Group (LEG) and the Facilitative Working Group (FWG) of the Local Communities and Indigenous Peoples Platform. Long term collaboration with other bodies under the Convention, including the Standing Committee on Finance (SCF), the Paris Committee on Capacity Building (PCCB) and Executive Committee of the Warsaw International Mechanism for Loss and Damage (ExCom), including its Task Force on Displacement, that are already included in the AC's workplan will be discussed under the respective agenda items.

8. *Action:* The AC will be invited to discuss further collaborative work with a view to promoting coherent action on adaptation under the Convention, as appropriate.

4.b Guidance to the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP)

9. *Background:* In response to an invitation from SBSTA 48.1, AC 15 provided advice on the delivery of NWP mandates that relate to the work programmes of constituted bodies, and on opportunities to align

¹ To be made available on the dedicated web page for the meeting <https://unfccc.int/event/sixteenth-meeting-of-the-adaptation-committee-ac16>.

efforts with relevant bodies, workstreams and institutional arrangements. This was then communicated to the Chair of the SBSTA, included in the NWP's annual report² and welcomed by SBSTA 50.³

10. Building on ongoing collaboration and recent mandates of the SBSTA, the AC also invited the provision of technical support from the NWP partners in respect of the work mandated to the AC by the CMA⁴ and adaptation knowledge-related activities in the flexible three-year workplan of the AC,⁵ as appropriate.

11. It also invited the secretariat to present, at AC 16, an overview of information contained in the Adaptation Knowledge Portal and an overview of engagement of partners in the work of the NWP and information on how work of NWP partners can be mapped or tracked.

12. The presentation will also address the AC's request to report during AC meetings, as appropriate, on knowledge and information support provided to support the work of the AC, as well as on the most recent findings resulting from activities undertaken under the Lima Adaptation Knowledge Initiative (LAKI).

13. *Action:* The AC will be invited to consider the information presented by the secretariat and agree on further action or guidance, as appropriate.

4.c Mainstreaming a gender perspective into the work of the Adaptation Committee

14. *Background:* At AC 14, members and observers were informed about gender-related activities under the UNFCCC and the AC subsequently agreed to incorporate gender as a cross-cutting consideration into all its activities. This includes:

- a) Developing a plan for enhancing consideration of gender in adaptation action and in the AC workplan activities; and
- b) Holding a joint meeting with the PCCB in 2020 to identify gaps and solutions related to incorporating gender considerations into adaptation planning and implementation.

15. The Adaptation Committee and its NAP Taskforce (see agenda item 7.a below) invited submissions from Parties and non-Party stakeholders to inform this work by 15 July 2019.

16. *Action:* The AC will be invited to consider the information on the above contained in documents AC/2019/17 and AC/2019/18 and agree on the workplan and the concept note.

AC/2019/17	Mainstreaming a gender perspective into the work of the Adaptation Committee: Workplan
AC/2019/18	Concept note on a joint AC-PCCB event on identifying gaps and solutions related to incorporating gender considerations into adaptation planning and implementation

5. Addressing mandates from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) at its first session

5.a Adaptation Communications: Draft supplementary guidance for voluntary use by Parties in communicating adaptation information

17. *Background:* The CMA, in its decision 9/CMA.1, requested the AC to develop, by June 2022, draft supplementary guidance for voluntary use by Parties in communicating information in accordance with the elements contained in the annex to that decision. This is to be done with the engagement of the Intergovernmental Panel on Climate Change (IPCC) Working Group II and using relevant existing guidance as a starting point, as appropriate. The draft supplementary guidance is for consideration by the subsidiary bodies at their fifty-seventh sessions (November 2022) in the context of their consideration of the report of the AC.⁶

18. At its 15th meeting, the AC agreed on the following time line to respond to this mandate:

² See document [FCCC/SBSTA/2019/INF.1](https://unfccc.int/sites/default/files/resource/SBSTA2019_L02E.pdf).

³ https://unfccc.int/sites/default/files/resource/SBSTA2019_L02E.pdf.

⁴ See document AC/2019/2, available at <https://unfccc.int/node/193710>.

⁵ See <https://unfccc.int/process/bodies/constituted-bodies/adaptation-committee-ac/workplan>.

⁶ Decision 9/CMA.1, para. 15.

- In the first half of 2019, the AC sent a letter to the IPCC Working Group II with information on the mandate and the time line (see 5.c below);⁷
- It requested the secretariat to prepare, in the 2nd half of the year, an updated mapping of existing guidance for consideration at AC 16;
- The draft supplementary guidance for voluntary use by Parties will then be developed in 2020 for further elaboration and
- Finalization in 2021/22, with the engagement of the IPCC, as appropriate.

19. **Action:** The AC will be invited to consider document AC/2019/19 to inform its work towards the draft supplementary guidance for voluntary use by Parties.

AC/2019/19	Mapping of relevant existing guidance to inform the preparation of draft supplementary guidance for voluntary use by Parties in communicating adaptation information in accordance with the elements of an adaptation communication
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5.b Methodologies for assessing adaptation needs

20. **Background:** The CMA, in its decision 11/CMA.1, requested the AC, in collaboration with the LEG, partner organizations of the NWP, users and developers of relevant methodologies, including academia and the private sector, to develop by June 2020 and to regularly update an inventory of relevant methodologies for assessing adaptation needs, including needs related to action, finance, capacity-building and technological support in the context of national adaptation planning and implementation, and to make the information available on the Adaptation Knowledge Portal.⁶

21. It invited Parties and observer organizations to submit via the UNFCCC submission portal by February 2021 their views and information on the development and application of methodologies for assessing adaptation needs, including needs related to action, finance, capacity-building and technological support.

22. The CMA also requested the AC, with the engagement of the IPCC Working Group II, as appropriate, to prepare, drawing on the inventory referred to in paragraph 20 above and the submissions referred to in paragraph 21 above, a technical paper on methodologies for assessing adaptation needs and their application, as well as on the related gaps, good practices, lessons learned and guidelines, for consideration and further guidance by the SBSTA at its 57th session (November 2022) in the context of its consideration of the report of the AC.

23. At its 15th meeting, the AC agreed on the following time line to respond to this mandate:

- In the first half of 2019, the AC sent a letter to the IPCC Working Group II with information on the mandate and the time line (which is the same letter as referred to in item 5.a above);
- In the 2nd half of 2019 (AC 16) it will consider a concept note for the inventory and engage with the LEG and the NWP thereafter;
- The AC will finalize the inventory by June 2020, consider a scoping note for the technical paper at AC 17 and in the 2nd half of that year issue the call for submissions with the mandated due date of February 2021;
- It will draft and review the technical paper throughout 2021;
- The technical paper will be finalized before November 2022.

24. **Action:** The AC will be invited to consider the concept note for the inventory of methodologies for assessing adaptation needs as contained in document AC/2019/20.

AC/2019/20	Inventory of methodologies for assessing adaptation needs in the context of national adaptation planning and implementation. Concept note
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⁷ During an informal strategy meeting between representatives of the scientific community, constituted bodies and the SBSTA Chair, held on 21 June 2018, Kerstin Stendahl, Deputy Secretary of the IPCC, confirmed receipt of the letter from the AC and the IPCC's interest in working with the AC on these mandates.

5.c Modalities for recognizing the adaptation efforts of developing country Parties

25. *Background:* The CMA, in its decision 11/CMA.1, requested the secretariat, under the guidance of the AC and the LEG and in collaboration with relevant stakeholders, to prepare synthesis reports every two years starting in 2020 on specific adaptation themes, focusing on relevant lessons learned and good practices in developing country Parties. This mandate was issued in the context of the CMA's consideration of recognizing adaptation efforts of developing countries.⁸

26. At its 15th meeting, the AC agreed on the following time line to respond to this mandate: The AC would identify three to five themes based on its current work in the first half of 2019, in coordination with the Chair of the LEG. In the second half of the year the AC would agree on the topic for the first synthesis report and prepare an outline. The first synthesis report will be drafted in the first half of 2020 and finalized in the second half.

27. *Action:* The AC will be invited to agree on a theme and discuss key elements of the first synthesis report on lessons learned and good practices in developing country Parties in the context of the recognition of efforts of developing countries.

AC/2019/21	Theme and key elements of the AC's 2020 synthesis report on lessons learned and good practices in developing country Parties in the context of the recognition of adaptation efforts of developing country Parties
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6. Work of the Adaptation Committee's working group on the Technical Examination Process on Adaptation (TEP-A)

28. *Background:* The TEP-A working group consists of members of the AC and nominees of the Green Climate Fund (GCF), LEG, SCF, TEC, and the Adaptation Fund, as well as of the Business and Industry non-governmental organizations (BINGO), Research and Independent NGOs (RINGO), and Environment NGO (ENGO) constituencies.

29. As in previous years, the group oversaw the 2019 technical expert meeting on adaptation finance, including the private sector, which took place on 25 and 26 June. The group also considered a theme for 2020, the final year of TEP-A, based on a reduced list of topics discussed at AC 15.

30. Information on the group's work in 2019, as well as information on regional TEM-As, are contained in an information note prepared for the meeting.

31. *Action:* The AC will be invited to consider the information contained in document AC/2019/22 on progress made on the 2019 TEP-A, and possible options for the final TEP-A in 2020.

AC/2019/22	Information note on the Technical Examination Process on Adaptation
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7. Technical support and guidance to the Parties on adaptation action

7.a Work of the Adaptation Committee Task Force on National Adaptation Plans (NAP Taskforce)

32. *Background:* The AC, at its 15th meeting, endorsed the workplan of the NAP Taskforce for the years 2019 to 2021 and provided further guidance for refining it.⁹ The AC also took note of an oral report on next steps for the implementation of the workplan and encouraged the taskforce to strengthen involvement of the members from other constituted bodies.

33. The AC and its NAP Taskforce also took into account the request from the COP to the AC, "through its NAP Task Force and within its existing mandate and workplan, to consider gaps and needs that have been identified through relevant work of the LEG and the AC and how to address them and include relevant information thereon in its annual report for 2019".¹⁰

34. The AC further tasked its NAP Taskforce to include into its workplan suggestions on how to respond to the COP 24 invitation to "the AC in accordance with its mandate and workplan, and in collaboration with the Executive Committee, to assist developing country Parties in integrating approaches to avert, minimize and

⁸ Decision 11/CMA.1, para. 13.

⁹ The workplan is available on the NAP Taskforce's [webpage](#).

¹⁰ Decision 8/CP.24, para. 18.

address displacement related to the adverse impacts of climate change into relevant national planning processes, including the process to formulate and implement national adaptation plans, as appropriate".¹¹

35. *Action:* The AC will be invited to take note of an oral report by the Co-Leads of the NAP Taskforce on the implementation of the refined workplan, including on progress made in addressing the mandate to assist developing country Parties in integrating approaches to avert, minimize and address displacement related to the adverse impacts of climate change.

36. The AC will further be invited to consider the information contained in document AC/2019/23 on gaps and needs related to national adaptation plans and how to address them.

AC/2019/23	Work of the Adaptation Committee Task Force on National Adaptation Plans: Gaps and needs related to national adaptation plans and how to address them
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7.b Monitoring and evaluation of adaptation

37. *Background:* One of the objectives noted in the AC's 2019-2021 workplan is to share experience and lessons learned from developing and implementing monitoring and evaluation (M&E) systems. Activities to support this objective include organizing an event for sharing existing knowledge on, and tools for, M&E. This will be followed by the preparation of a technical paper featuring case studies on the development and application of M&E systems at various levels.

38. At its 15th meeting the AC agreed that the key themes for the event will be communicating M&E results; sharing existing knowledge and tools on measuring progress of adaptation actions, also addressing data. The AC further agreed that its engagement with M&E as a topic will be an iterative process and instrumental to build knowledge on adaptation planning and practices.

39. It requested the secretariat to draft an agenda and background note under the guidance of the AC. Suggestions for the venue of the event included the Adaptation Futures 2020 (New Delhi, India, 27-30 April 2020), the margins of regional meetings, such as climate weeks or TEM-As, or the next NAP Expo.

40. *Action:* The AC will be invited to consider an oral update on possible venues for the event. Based on this the AC will then be invited to consider the duration and provide guidance to the secretariat on next steps in the organization of the event, including a background note and agenda.

7.c Linkages between mitigation and adaptation

41. *Background:* In support of its objective to enhance the provision of technical support to developing country Parties for adaptation action in a coherent manner, the AC agreed to prepare, in the second half of 2019, an information document on linkages between mitigation and adaptation.

42. At its 14th meeting the AC established a working group on this topic and tasked the working group to prepare a scoping note for the information document for the AC's consideration.¹²

43. At its 15th meeting the AC considered the outline of the paper and the timeline for its preparation and requested the working group, supported by the secretariat, to prepare the paper, taking into account the discussions, including relevant observer contributions, for consideration at AC 16.

44. *Action:* The AC will be invited to consider the information paper contained in document AC/2019/24 and agree on next steps.

AC/2019/24	Linkages between mitigation and adaptation. Information paper
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7.d Connecting short-, medium- and long-term adaptation planning at the national and subnational level, including data, financial flows and others

45. *Background:* Under its objective of providing guidance to Parties on planning and implementing adaptation action, the AC agreed to prepare, in the second half of 2019, a technical paper on countries' needs and solutions in relation to accessing, developing and using data systems for planning and implementing adaptation action.

¹¹ Decision 10/CP.24, annex.

¹² See document AC/2019/9.

46. The AC's workplan also foresaw the preparation of two other technical papers: One on national experience in implementing adaptation action as a result of accessing financial flows, in particular from the GCF and other financial institutions under the Convention; and one on countries' needs and solutions in relation to accessing, developing and using data systems for planning and implementing adaptation action. A representative of the World Meteorological Organization attended AC 15 and held a presentation on the latter, which was much welcomed by the AC.

47. At the same meeting the AC streamlined its flexible workplan to accommodate new mandates from COP 24 and CMA 1. It agreed to integrate the three reports into one and requested the secretariat to prepare an initial concept note for consideration at AC 16, with a view to producing the document in 2020.

48. *Action:* The AC will be invited to consider the concept note contained in document AC/2019/25 and agree on next steps for the preparation of the technical paper.

AC/2019/25	Short-, medium- and long-term adaptation planning at the national and subnational level, including data, financial flows and others. Concept note
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8. Technical support and guidance to the Parties on means of implementation

8.a Engagement with the private sector

49. *Background:* At its 15th meeting the AC considered the draft report of the 2018 workshop in Geneva, Switzerland, on fostering engagement of the agri-food sector in resilience to climate change, organized by a dedicated AC working group on this topic and in collaboration with the International Trade Centre.¹³ The AC then finalized the report in the inter-sessional period and made it available on the workshop webpage.¹⁴

50. As follow-up activities the secretariat is currently producing a user-friendly version of the workshop report, a short outreach product outlining the business case for adaptation, a toolkit and a set of draft recommendations for consideration by the COP.

51. *Action:* The AC will be invited to take note of the outreach products and consider a set of draft recommendations contained in document AC/2019/26 for inclusion in the annual report of the AC.

AC/2019/26	Draft AC recommendations on private sector engagement in adaptation
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8.b Capacity gaps in accessing adaptation funding

52. *Background:* In its flexible workplan, the AC 14 agreed to provide guidance with a view to enhancing capacity-building for adaptation action under its workstream B: Providing technical support and guidance to Parties on means of implementation.

53. The AC invited Parties and non-Party stakeholders to submit, by 15 July 2019, information on their capacity gaps in accessing adaptation funding, including their experience, success and remaining challenges. These submissions were used to prepare an information document on Parties' capacity gaps in accessing adaptation funding and on their successes and challenges in building in-country capacity.¹⁵

54. *Action:* The AC will be invited to consider the information contained in document AC/2019/27.

AC/2019/27	Capacity gaps in accessing adaptation funding. Information note
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8.c Input to the draft guidance to the operating entities of the Financial Mechanism of the Convention

55. *Background:* In a letter dated 22 May 2019, the Co-Chairs of the SCF invited the AC to provide inputs to the SCF regarding the draft guidance to the operating entities of the Financial Mechanism to be provided for consideration to COP 25 and CMA 2.

56. This input should be based on the annual reports of the operating entities, i.e. the GCF and the Global Environment Facility (GEF), which are expected to be received in August. The SCF will consider inputs from

¹³ See <http://www.intracen.org/event/climate-resilience/> and <https://unfccc.int/event/adaptation-committee-fostering-engagement-of-the-agri-food-sector-in-resilience-to-climate-change>.

¹⁴ <https://unfccc.int/event/adaptation-committee-fostering-engagement-of-the-agri-food-sector-in-resilience-to-climate-change>

¹⁵ The call is available [here](#).

constituted bodies at its 21st meeting (Bonn, 3-5 October 2019) and aims to recommend draft guidance for consideration by COP 25 and CMA 2 through its annual report on the basis of inputs received from, inter alia, the AC.

57. *Action*: The Co-Chairs will invite the AC to consider the annual reports of the GCF and the GEF upon receipt before AC 16, and to finalize its input to the draft guidance for submission to the SCF at AC 16.

9. Awareness-raising, outreach and sharing of information

9.a Information products

58. *Background*: The AC has dedicated one workstream to awareness-raising, outreach and information-sharing, with the objectives of raising awareness among all relevant stakeholders and increase policy support for adaptation, particularly the NAP process; promoting the exchange of information; and improving the publication and dissemination of results, good practices and lessons learned.

59. At its 15th meeting, the AC considered a draft knowledge product on long-term adaptation planning and various approaches and provided feedback and guidance to the secretariat on the finalization of the product. Based on this feedback, the secretariat produced an online information product¹⁶ which will be widely disseminated.

60. *Action*: The AC will be invited to take note of the information product on long-term adaptation planning and various approaches. Other knowledge and outreach products will be presented under agenda items 4.b (Guidance to the NWP) 8.a (Engagement with the private sector) and 9.d (Adaptation Forum).

9.b Review and update of the Adaptation Committee's communications plan, including a social media strategy

61. *Background*: The AC agreed to review and update its communications plan in the first half of 2019 and to also include a social media strategy. It established a working group of interested AC members, supported by representatives of the BINGO, YOUNGO and the Women and Gender constituencies, to work on this matter.

62. At AC 15, the Committee considered the draft revised plan¹⁷ and requested its working group, supported by the secretariat and taking into account the discussions at AC 15, to revise the strategy, including the mission, objective and target audience, and prepare a detailed communications plan to implement the communication's strategy.

63. *Action*: The AC will be invited to consider the draft detailed communication plan to implement the communication strategy contained in document AC/2019/28 and to agree on next steps.

AC/2019/28	Review and update of the Adaptation Committee's communications strategy
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9.c 2019 Report on Adaptation under the UNFCCC by the Adaptation Committee

64. *Background*: The AC agreed to produce, in the second half of 2019, a report on the state of adaptation under the Convention.

65. At its 15th meeting, it agreed on the scope and structure of the report to serve as an update of the 2013 report.¹⁸ It further agreed to amend the title of the updated 2019 report to avoid confusion with other upcoming reports in the context of the Global Stocktake and requested the secretariat to start preparing it.

66. *Action*: The AC will be invited to consider the draft report on adaptation under the UNFCCC, circulated by the secretariat before the meeting, and to provide further guidance on the report to the secretariat as needed.

¹⁶ Available at <https://unfccc.int/documents/199404>.

¹⁷ See document: AC/2019/12.

¹⁸ See "The State of Adaptation under the United Nations Framework Convention on Climate Change" available at <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/adaptation-committee-ac/publications-bulletin-adaptation-committee>.

9.d Adaptation Forum

67. *Background:* The AC has held a series of Adaptation Fora with the objective of raising the profile of adaptation globally. In its 2019-2021 workplan the AC noted that it would hold an Adaptation Forum once a year, as appropriate.

68. *2019 Adaptation Forum:* Following the guidance of the AC's working group, the 2019 Forum took place in conjunction with the Korea Global Adaptation Week¹⁹ in April 2019, discussing the topic of "Engagement of the private sector in adaptation planning processes, including NAPs: Challenges and opportunities". The AC's Forum working group prepared a report on the meeting, which the secretariat issued as an interactive online information product.²⁰

69. *2020 Adaptation Forum:* The AC's Adaptation Forum group considered possible themes and venues for the 2020 Adaptation Forum and a representative of the group will be invited to present an oral report on progress made on this matter.

70. *Action:* The AC will be invited to take note of the report on the 2019 Adaptation Forum contained in the [interactive information product](#).

71. The AC will also be invited to agree on a topic and venue for the Adaptation Forum in 2020.

10. Report of the Adaptation Committee to the 25th session of the Conference of the Parties

72. *Background:* The COP, by decision 2/CP.17, requested the AC to report annually to the COP, through the subsidiary bodies, including on its activities, the performance of its functions, guidance, recommendations and other relevant information arising from its work and, as appropriate, on further action that may be required under the Convention, for consideration by the COP.

73. *Action:* The AC will be invited to consider the outline and content of the draft report which will be circulated to members before the meeting. The AC will be invited to request the secretariat to revise the draft report, including inserting the relevant recommendations agreed under previous agenda items, and circulate it to AC members for approval in the week following AC16.

11. Organization of inter-sessional work

74. *Action:* The AC will be invited to agree on leads/co-leads and members of its groups established to guide the implementation of activities contained in the workplan.

12. Dates for future meetings

75. *Action:* The AC will be invited to agree on the dates for AC 17 and potentially AC 18.

13. Any other matters

76. *Action:* Any other matters arising during the meeting will be taken up under this item.

14. Closure of the meeting

¹⁹ https://unfccc.int/sites/default/files/resource/information_note_nap_expo_2019.pdf.

²⁰ The information product is available on the webpage of the 2019 Adaptation Forum <https://unfccc.int/event/2019-adaptation-forum-by-the-adaptation-committee-engagement-of-the-private-sector-in-adaptation> or directly here: <https://spark.adobe.com/page/uRPq8eTsdD8nM/>.