

## New adaptation action bulletin or newsletter

### Draft concept note

#### Recommended action by the Adaptation Committee

The Adaptation Committee (AC), at its 27<sup>th</sup> meeting, will be invited to consider the information contained in this document and provide further guidance as needed.

## 1. Background

1. At AC 26, the AC agreed to prepare a new bulletin or newsletter on adaptation action, which should include information on AC activities and products as well as opportunities for collaboration.
2. After AC 26, the secretariat has prepared a draft concept note for the new adaptation action bulletin or newsletter and incorporated initial feedback received from members of the AC's task force on national adaptation plans (NAP task force)<sup>1</sup> and the AC communications working group.
3. At AC 27, the AC will be invited to consider the draft concept note of the new adaptation action bulletin or newsletter and provide further guidance on next steps, as appropriate.

## 2. Introduction

4. The AC promotes the implementation of enhanced action on adaptation in a coherent manner by providing technical support, guidance, information on the state of adaptation, and recommendations to Parties. It collaborates with other constituted bodies and entities under the Convention and the Paris Agreement to ensure strategic and systematic approaches to adaptation under their respective mandates and portfolios. Furthermore, the AC enhances coherence and synergy with national, regional, and international organizations, networks, and other institutions.
5. The Conference of the Parties (COP), by decision 1/CP.16, paragraph 20, mandates the AC to strengthen, consolidate, and enhance the sharing of relevant information, knowledge, experiences, and good practices at local, national, regional, and international levels.<sup>2</sup> Further supported by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)<sup>3</sup> through decision 10/CMA.4, paragraph 2, and by the COP<sup>4</sup> through decision 8/CP.27, paragraph 2, the AC is encouraged to expand its use of outreach platforms. In response, the AC is launching new adaptation action bulletin or newsletter, aiming to extend its outreach and enhance the effectiveness of adaptation-related communication.

## 3. Strategic objective

6. The adaptation action bulletin or newsletter will be a strategic communication tool designed by the AC to disseminate adaptation-related updates from constituted bodies and entities under the Convention and the Paris Agreement. Its aim will be to keep stakeholders informed about significant developments in climate adaptation efforts under the UN climate change process, providing them with timely and relevant information to enhance their engagement and action.

## 4. Target audience

7. The bulletin or newsletter will serve as a tool to enhance engagement with various adaptation stakeholders. The primary target audience of the bulletin or newsletter will comprise adaptation contact

<sup>1</sup> See <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/adaptation-committee-ac/AC-NAPTF>.

<sup>2</sup> Decision 1/CP.16, para.20.

<sup>3</sup> Decision 10/CMA.4, para.2.

<sup>4</sup> Decision 8/CP.27, para.2.

points.<sup>5</sup> The COP invited<sup>6</sup> Parties to identify adaptation contact points for enhancing dissemination of information between the Parties and the AC, the Least Developed Countries Expert Group (LEG), as well as other relevant organizations and programme partners, such as partners of the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), including on Parties' efforts to formulate and implement national adaptation plans. The AC features an updated list of adaptation contact points on the AC website<sup>7</sup>. Since the bulletin or newsletter will feature adaptation related updates from all constituted bodies and entities under the Convention and the Paris Agreement, therefore, UNFCCC national focal points<sup>8</sup> will also be considered primary target audience of the bulletin or newsletter, in addition to the adaptation contact points.

8. Secondary target audience would include other stakeholders who directly or indirectly engage with and are impacted by the AC's work, such as government policymakers, UNFCCC observers, UN institutions, inter-governmental organizations, and any other stakeholders.

## 5. Reaching audience

9. The bulletin or newsletter will be distributed via email using a cloud based digital platform to the primary audience and subscribers. Additional outreach channels, including the AC website, the relevant social media channels of the UNFCCC secretariat including the LinkedIn group<sup>9</sup> will also be utilized to disseminate the bulletin or newsletter. The constituted bodies and entities under the Convention and the Paris Agreement will be invited to further circulate the bulletin or newsletter. Readers will be given the option to subscribe to future issues of the bulletin or newsletter. In order to increase visibility of the first issue of the bulletin or newsletter, it will be cross-referenced in the Adaptation Finance Bulletin<sup>10</sup> and any other adaptation newsletters, if appropriate.

## 6. Publication frequency

10. The bulletin or newsletter will be issued quarterly, corresponding with key sessions to ensure timely updates. The schedule includes an issue before COP session in October, an issue before Subsidiary Bodies (SB) sessions in May, a post-SB issue in July, and a post-COP issue in January. This timeline will facilitate the delivery of relevant information both prior to and following significant sessions, enabling stakeholders to stay informed about outcomes and developments. The publication frequency and timing will be synchronized with the Adaptation Finance Bulletin to leverage the established reputation of the Adaptation Finance Bulletin.

## 7. Language(s)

11. The bulletin or newsletter will be published in English, with plans to explore the possibility of offering translations in all UN official languages in the near future.

## 8. Content

12. The bulletin or newsletter will feature adaptation-related updates and recent developments from constituted bodies and entities under the Convention and the Paris Agreement, including the AC, the LEG, the Consultative Group of Experts (CGE), the Facilitative Working Group (FWG) of the Local Communities and Indigenous Peoples Platform (LCIPP), the Paris Committee on Capacity-building (PCCB), the Standing Committee on Finance (SCF), the Technology Executive Committee (TEC), the Nairobi work programme Nairobi work programme on impacts, vulnerability, and adaptation to climate change (NWP), the Executive Committee of the Warsaw International Mechanism for Loss and Damage (WIM ExCom), and the Climate Technology Centre and Network (CTCN).

13. The content of the bulletin or newsletter will be divided in four broad categories.

<sup>5</sup> See <https://unfccc.int/topics/adaptation-and-resilience/resources/adaptation-contact-points>.

<sup>6</sup> Decision 2/CP.26, para.6.

<sup>7</sup> See <https://unfccc.int/Adaptation-Committee>.

<sup>8</sup> See <https://unfccc.int/process/parties-non-party-stakeholders/parties/national-focal-point>.

<sup>9</sup> See <https://www.linkedin.com/groups/13985893/>.

<sup>10</sup> See <https://unfccc.int/adaptation-finance-bulletin-adaptation-committee>

### a. Updates

14. This section will feature quick facts and relevant updates that inform stakeholders about recent developments and key changes within the scope of climate adaptation efforts under the Convention and the Paris Agreement.

### b. Events

15. **Upcoming events:** This section will feature announcements and detailed information about forthcoming meetings, trainings, workshops, and events, including dates, locations, and links for further details. This ensures that stakeholders have the necessary information to participate or follow the events effectively (the upcoming events in the new bulletin/newsletter will complement the upcoming events featured in the Adaptation Finance Bulletin).

16. **Event outcomes:** This section will summarize key insights and highlight significant developments from past events, training sessions, and workshops. It aims to share critical lessons learned and noteworthy achievements, facilitating knowledge exchange and guiding future adaptation actions.

### c. Calls for submissions

17. This section will feature notifications from constituted bodies and entities under the Convention and the Paris Agreement inviting contributions or submissions from different stakeholders. This includes opportunities for engagement with respective constituted bodies or programmatic work areas under the Convention and the Paris Agreement, encouraging active participation and collaboration in ongoing adaptation efforts.

### d. Publications and outputs

18. **Publications and products launch:** This section will feature new publications, such as policy briefs and reports, and other new or updated outputs such as data portals. Each entry will include images of cover pages, links, titles, and concise overviews to provide stakeholders with a clear understanding of the content and its relevance.

19. **Upcoming publications or products:** This section will preview forthcoming publications and products, outlining their scope and highlighting key messages. By providing advance notice and clarity on upcoming releases, stakeholders will be able to anticipate critical information and the relevance of the publications or products for their ongoing projects and activities, if any.

## 9. Content submission timeline

20. All constituted bodies and entities under the Convention and the Paris Agreement will receive a notification four weeks in advance of the bulletin/newsletter's publication date, inviting them to submit content they wish to feature in the bulletin or newsletter.

21. The deadline for submitting content will be one week before the bulletin/ newsletter's circulation date. This will allow sufficient time for integrating the content into the upcoming issue and for final editorial review of the bulletin or newsletter.

## 10. Visual and editorial guidelines

22. The following visual and editorial guidelines will be observed for the bulletin or newsletter:

- a) **Word limit:** Each entry or update will contain no more than 300 words to maintain brevity and focus.
- b) **Content style:** Content will be engaging, easy to read, and accessible for a broad audience, maintaining clarity throughout. The bulletin may include a brief explanatory note regarding its purpose and intended audience.
- c) **Images:** Written content will be complemented by high-quality images (300dpi, sharply focused). Proper image credits will be included.
- d) **Hyperlinks:** Hyperlinks will be embedded within the text, providing additional details, and enhancing the informational depth of the articles.

11. Next steps

23. At AC 27, the AC may wish to consider the draft concept note of the new adaptation action bulletin or newsletter and provide further guidance on next steps, as appropriate.

Documentation information

<i>Version</i>	<i>Date</i>	<i>Description</i>
0.1.0	28 April 2025	AC 27 The AC is invited to consider the information contained in this document and provide further guidance as needed.

Keywords: Adaptation, Communication, Adaptation Committee.