

Twenty-first meeting of the Adaptation Committee (hybrid meeting)

**Bonn, Germany and virtual
28-31 March 2022**

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

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2. Adoption of the agenda.
3. Election of the Co-Chairs.
4. Organization of work.
5. Promoting overarching coherence:
 - a. Collaboration with other adaptation-related institutional arrangements under the UNFCCC;
 - b. Advice to the Nairobi work programme on impacts, vulnerability and adaptation to climate change;
 - c. Adaptation contact points.
6. Awareness-raising, outreach and sharing of information:
 - a. Communications plan and strategy of the Adaptation Committee;
 - b. Annual flagship publication of the Adaptation Committee;
 - c. Adaptation Forum.
7. Technical support and guidance on adaptation planning and implementation, including means of implementation, at the national and subnational level:
 - a. Methodologies for assessing adaptation needs;
 - b. Adaptation Communications: Draft supplementary guidance for voluntary use by Parties in communicating adaptation information;
 - c. Work of the Adaptation Committee Task Force on National Adaptation Plans;
 - d. Capacity gaps in accessing adaptation funding;
 - e. Technologies for adaptation;
 - f. Engaging the private sector in adaptation action.
8. Technical support and guidance on reviewing subnational, national and overall adaptation progress:
 - a. Recognizing the adaptation efforts of developing country Parties;
 - b. Methodologies for reviewing the adequacy and effectiveness of adaptation and support;
 - c. Information collection and preparation for the Global Stocktake;
 - d. Monitoring and evaluation systems at the national and subnational level.
9. Organization of inter-sessional work.
10. Dates for future meetings.
11. Any other matters.
12. Closure of the meeting.

II. Annotations to the provisional agenda

1. Opening and welcome

1. Co-Chairs will officially open the 21st meeting of the AC for members and observers on 29 March 2022 at 09:00 a.m. CET.
2. The open meeting will be preceded by an informal meeting of AC members on 28 March 2022.

2. Adoption of the agenda

3. The provisional agenda for the 21st meeting of the AC will be presented for adoption.

AC21/AA/2	Provisional agenda and annotations for the twenty-first meeting of the AC
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3. Election of the Co-Chairs

4. *Background:* Pursuant to decisions 2/CP.17 and 16/CP.19, the AC should elect annually its Co-Chairs, to serve for a term of one year each, with one being a member from an Annex I Party and the other being a member from a non-Annex I Party.
5. *Action:* The AC will be invited to elect its Co-Chairs, in accordance with its revised rules of procedure, to serve for the period of one year, effective from the AC's first meeting in 2022.

4. Organization of work

6. The 21st meeting of the AC will be held from 28-31 March 2022 in a hybrid format. After two years of holding meetings in a virtual setting due to the COVID-19 pandemic, the AC will resume holding its regular meetings in person to the extent possible, while offering the option of virtual attendance to ensure inclusive participation, including by observers, while acknowledging the challenges posed by online participation.¹
7. The AC continued to advance its work through virtual means including exchanges on the AC virtual MS Teams space and through thematic conference calls.
8. To ensure transparency, all documents and updates will be posted on the [AC 21 webpage](#) for observers. Observers are invited to send in comments by email to AC@unfccc.int. Registered observers for the AC 21 meeting will be welcome to attend the meeting from 29-31 March 2022 unless otherwise decided by the committee. They will be invited to make interventions under all agenda items and to participate in breakout group discussions, if such are established. The meeting can also be followed live and on demand. The recordings will be made available after the meeting on the [AC 21 webpage](#).

5. Promoting overarching coherence

5.a Collaboration with other adaptation-related institutional arrangements under the UNFCCC

9. *Background:* Collaboration with other adaptation-related institutional arrangements is a key element of the AC's work in promoting coherent action on adaptation under the Convention and the Paris Agreement. Several activities are contained in the AC's workplan to that effect, including those stemming from mandates from the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of Parties to the Paris Agreement (CMA).
10. As part of its efforts to promote the implementation of adaptation action under the UNFCCC in a coherent manner, the AC requested the secretariat to prepare a map of mandates, workplans and/or decisions with adaptation relevance under the Convention and the Paris Agreement after each session of the COP and the CMA. The map will be used to compare, analyse and consider what actions may need to be undertaken by the AC to enhance coherence and will be included in the AC's workplan. Updated information, including from the outcomes of COP 26 and CMA 3, is contained in document AC21/INFO/5A.

¹ See also the [notification by the Executive Secretary](#) on the resumption of in-person/hybrid meetings organized by the UNFCCC secretariat in Bonn.

11. In addition, in its workplan for 2022-2024, the AC included holding an annual dialogue with adaptation-related constituted bodies to discuss ways of further strengthening coherence and collaboration in addressing adaptation. A concept note for the dialogue to take place in 2022 for further consideration is contained in document AC21/CN/5A.

12. *Action*: The AC will be invited to consider the documents prepared for this agenda item, agree on further collaborative work as needed and provide further guidance to the secretariat on the organization of the first annual dialogue.

AC21/INFO/5A	Collaboration with other adaptation-related institutional arrangements under the Convention
AC21/CN/5A	Concept note for the 2022 dialogue with adaptation-related constituted bodies

5.b Advice to the Nairobi work programme on impacts, vulnerability and adaptation to climate change

13. *Background*: In response to an invitation from SBSTA 48.1,² the AC at its fifteenth,³ seventeenth,⁴ and nineteenth⁵ meetings provided advice on the delivery of mandates of the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP) that relate to the work programmes of constituted bodies, and on opportunities to align efforts with relevant bodies, workstreams and institutional arrangements. This was then communicated to the Chair of the SBSTA and included in the NWP's annual reports for consideration by the SBSTA.

14. Progress made by the NWP, including on the advice received from the AC, is included in the NWP's annual reports.⁶ The secretariat will present an oral update on the latest progress to the AC. Draft elements for further advice to the NWP in relation to the AC's workplan for 2022-2024 are contained in document AC21/INFO/5B.

15. *Action*: The AC will be invited to consider the information contained in document AC21/INFO/5B and agree on providing further advice, including themes for the NWP Focal Point Forum.⁷

AC21/INFO/5B	Advice to the Nairobi work programme on impacts, vulnerability, and adaptation to climate change
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5c. Adaptation contact points

16. *Background*: Decision 2/CP.26, paragraph 6,⁸ invites Parties to identify one or more adaptation contact points through their UNFCCC national focal points with a view to enhancing the dissemination of information between Parties and the AC and the Least Developed Countries Expert Group (LEG), as well as other relevant organizations and programme partners, such as partners of the NWP, including on Parties' efforts to formulate and implement national adaptation plans (NAPs).

17. The concept note prepared by the secretariat⁹ is to inform and facilitate the nomination of the adaptation contact points.

18. *Action*: The AC will be invited to provide inputs on the information contained in the concept note

² Paragraph 19 of document [FCCC/SBSTA/2018/4](#).

³ See <https://unfccc.int/documents/194841>.

⁴ See <https://unfccc.int/documents/227674>.

⁵ See <https://unfccc.int/documents/271477>.

⁶ The latest annual report of the NWP is contained in document [FCCC/SBSTA/2021/INF.2](#).

⁷ As per document [FCCC/SBSTA/2018/4](#), para. 19.

⁸ See [advance unedited version](#).

⁹ This concept note is to be found in the dedicated [AC21 webpage](#) respectively.

6. Awareness-raising, outreach and sharing of information

6a. Communications plan and strategy of the Adaptation Committee

19. *Background:* The AC's communications plan and strategy was implemented throughout the years 2020 and 2021 and evaluated at AC 20. As a result, the AC identified two key areas of improvement which are: increasing the reach and impact of the AC's events and publications, and increasing the visibility of the AC. The AC agreed on suggestions to address these and requested the secretariat to produce a draft 2022-2023 revised communications strategy and the 2022 communications plan for consideration at AC 21. The draft plan and strategy are contained in document AC21/INFO/6A.

20. *Action:* AC will be invited to consider the information contained in information note AC21/INFO/6A with a view to adopting its 2022 communications plan and its strategy for the years 2022-2023.

AC21/ INFO/6A	Adaptation Committee's Communication Plan 2022. Information note
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6b. Annual flagship publication of the Adaptation Committee

21. *Background:* In its workplan for 2022-2024 the AC agreed to prepare annual flagship publications, starting in 2022, to inform Parties and other stakeholders of recent adaptation-related developments, and summarizing adaptation-related facts and figures from national reports submitted to the secretariat. The workplan specifies that these publications could take the format of concise and accessible "mini global stocktake reports" that could feed into the five-yearly global stocktake report, featuring maps and infographics, as appropriate, with thematic or regional focus.

22. *Action:* The AC will be invited to consider the concept note contained in document AC21/CN/6B and provide guidance on the preparation of the first publication in the series.

AC21/CN/6B	Annual flagship publication of the Adaptation Committee. Concept note
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6c. Adaptation Forum

23. *Background:* In its workplan for 2022-2024 the AC agreed to hold its yearly Adaptation Forum to discuss and showcase Parties' progress in implementing adaptation action. A concept note with possible topics and format of the forum is contained in document AC21/CN/6C.

24. *Action:* The AC will be invited to consider the concept note and to provide guidance on the next steps.

AC21/CN/6C	Adaptation Forum convened by the Adaptation Committee. Concept note.
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7. Technical support and guidance to the Parties on adaptation planning and implementation, including means of implementation, at the national and subnational level

7a. Methodologies for assessing adaptation needs

25. *Background:* The CMA, in its decision 11/CMA.1, requested the AC, with the engagement of the Intergovernmental Panel on Climate Change (IPCC) Working Group II, as appropriate, to prepare 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 fifty-seventh session (November 2022) in the context of its consideration of the report of the AC.

26. The technical paper is mandated to draw on 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, available on the adaptation knowledge portal,¹⁰ as well as submissions by Parties and observer organizations on the development and application

¹⁰ <https://www4.unfccc.int/sites/NWPSStaging/Pages/Home.aspx>.

of methodologies for assessing adaptation needs, including needs related to action, finance, capacity-building and technological support.¹¹

27. AC 20 took note of an analysis of the methodologies contained in the inventory¹² and requested issue leads and the secretariat to prepare a first draft of the technical paper for consideration at AC 21. The AC further requested its members and the secretariat to initiate the development of typologies of the methodologies, as deemed useful for the further continuation of the work, and agreed to share an early draft with the IPCC and other constituted bodies for their feedback, as possible.

28. *Action:* The AC will be invited to consider the draft technical paper contained in document AC21/TP/7A and provide further guidance for its finalization.

AC21/TP/7A	Methodologies for assessing adaptation needs. Draft technical paper
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7b. Adaptation Communications: Draft supplementary guidance for voluntary use by Parties in communicating adaptation information

29. *Background:* The CMA, in its decision 9/CMA.1, requested the AC to develop, by June 2022, a 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 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.¹³

30. The AC has considered evolving versions of draft supplementary guidance since AC 16 (2019) and has engaged stakeholders in events and webinars along the way. The draft supplementary guidance is now well advanced and scheduled for finalization as mandated in June 2022. A pre-session expert meeting, inviting the IPCC and other stakeholders, including vulnerable groups, as agreed at AC20, is scheduled to take place during the week before AC21.¹⁴

31. *Action:* The AC will be invited to consider the updated draft supplementary guidance contained in document AC21/GUID/7B and the comments received at the pre-session expert meeting and provide further guidance for its finalization.

AC21/GUID/7B	Draft supplementary guidance for voluntary use by Parties in communicating information in accordance with the possible elements of an adaptation communication
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7c. Work of the Adaptation Committee Task Force on National Adaptation Plans (NAP Taskforce)

32. *Background:* At its 20th meeting the AC took note of the latest progress report by the NAP Taskforce¹⁵ and approved the recommendations contained therein on the enhancement of the NAP Taskforce.

33. The recommendations state that the taskforce is a well-established group, set to serve as a bridge between the constituted bodies working on adaptation in order to move forward in an informed and coherent manner in supporting developing countries in their national adaptation planning. A number of steps were agreed to enhance the use and impact of the NAP Taskforce, mindful of the value and aggregate expertise that nominated members from the AC and other six related bodies and institutional arrangements bring to the table. These include using the taskforce for multi-directional communication and information sharing, holding regular meetings, and seeking further inputs from other constituted bodies.

¹¹ Nineteen submissions have been received: Eight from Parties and groups of Parties, three from the United Nations system, one from an admitted intergovernmental organization, five from admitted non-governmental organizations, and two from non-admitted entities.

¹² See document [AC20/INFO/5C](#).

¹³ Decision 9/CMA.1, para. 15.

¹⁴ Currently scheduled to take place on 22 March 2022.

¹⁵ See document [AC20/INFO/6A](#).

34. Document AC21/INFO/7C contains the workplan of the NAP Taskforce for 2022-2024 and reflections from the first meeting of the taskforce in 2022,¹⁶ including further ideas on mainstreaming gender considerations in adaptation planning and implementation for further consideration by the AC.
35. The NAP Taskforce also completed its updated report on navigating the landscape of support for the process to formulate and implement NAPs and the related online resource, which will be presented to AC21.
36. *Action:* The AC will be invited to consider document AC21/INFO/7C and provide further guidance to the NAP Taskforce as needed. The AC will further be invited to take note of the presentation by the secretariat of the updated report on navigating the landscape of support for the process to formulate and implement NAPs and the related online resource.

AC21/INFO/7C	Work of the Adaptation Committee Task Force on National Adaptation Plans (NAP Taskforce)
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7d. Capacity gaps in accessing adaptation funding

37. *Background:* The AC at its 20th meeting finalized an information note on capacity gaps in accessing adaptation funding and agreed on a series of next steps that were subsequently included in the flexible workplan of the AC or subsumed into ongoing work. The secretariat will provide an oral update on progress made on these.
38. *Action:* The AC will be invited to take note of the oral update by the secretariat and provide further guidance as needed.

7e. Technologies for adaptation

39. *Background:* In its 2019-2021 workplan the AC agreed to prepare, in 2021, a technical paper on the application of technologies. AC18 agreed on the topic “*Priorities and needs: technologies for adaptation in agriculture, water resources and coastal zones; including experiences in stakeholder engagement and regulatory issues pertaining to the development, transfer and uptake of technologies in those sectors*” and a first draft of the technical paper was considered at AC20 ([AC20/TP/7B](#)).
40. AC20 provided initial feedback on the first draft of the technical paper and requested the secretariat to share the draft with members of the NAP Taskforce and others for input and review.
41. *Action:* The AC will be invited to consider the draft technical paper and provide further guidance for its completion.

AC21/TP/7E	Revised draft technical paper. Priorities and needs: technologies for adaptation in agriculture, water resources and coastal zones; including experiences in stakeholder engagement and regulatory issues pertaining to the development, transfer and uptake of technologies in those sectors
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7f. Engaging the private sector in adaptation action

42. *Background:* The AC’s workplan for 2022-2024 contains follow-up activities on previous work undertaken in engaging the private sector in adaptation action. This includes the organization of one or more events at the 2022 NAP Expo on best practices, lessons learned, challenges and opportunities related to engaging the private sector in the formulation and implementation of NAPs.
43. *Action:* The AC will be invited to consider a concept note contained in document AC21/CN/7F on this issue and provide further guidance as needed.

AC21/CN/7F	Private sector engagement in the formulation and implementation of NAPs. Concept note for an event at the 2022 NAP Expo.
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¹⁶ Currently scheduled to take place on 24 February 2022.

8. Providing technical support and guidance on reviewing subnational, national and overall adaptation progress

8.a Recognizing the adaptation efforts of developing country Parties

44. *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.¹⁷

45. The first one of these synthesis reports was issued at the end of 2020 on the theme of "*How developing countries are addressing hazards, focusing on relevant lessons learned and good practices*".¹⁸ At its 19th meeting, the AC agreed on the theme for the second synthesis report, due in 2022, as: "*Assessing and meeting the costs of adaptation*".

46. At its 20th meeting, the AC agreed on the broad outline of the report as contained in document ([AC20/INFO/5D](#)) and requested the secretariat to prepare a first draft for consideration at AC 21.

47. *Action:* The AC will be invited to consider an annotated outline of the synthesis report contained in document AC21/SREP/8A and provide further guidance towards its completion.

AC21/SREP/8A	Draft synthesis report on efforts of developing countries in assessing and meeting the costs of adaptation. Annotated outline
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8b. Methodologies for reviewing the adequacy and effectiveness of adaptation and support

48. *Background:* CMA requested the AC and the LEG, in collaboration with the SCF and relevant experts, to contribute to further technical work of reviewing the adequacy and effectiveness of adaptation and support by continuing to compile existing methodologies.¹⁹

49. In response to this request the AC and the LEG, in collaboration with the SCF, established a joint working group, tasked with agreeing on a way forward on the joint mandate, including considering the need and scope of a possible thematic expert group. At its first meeting in 2021 the group discussed a background note contained in document [AC-LEG/INFO/3](#) that was subsequently endorsed by the AC and the LEG. The second meeting of this joint working group is scheduled to take place in March 2022.

50. Progress made by the joint working group is described in document AC-LEG/INFO/4.

51. *Action:* The AC will be invited to take note of the information contained in document AC-LEG/INFO/4 and provide further guidance to the joint working group as appropriate.

AC-LEG/INFO/4	Progress made by the joint AC-LEG-SCF working group on methodologies for reviewing the adequacy and effectiveness of adaptation and support
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8c. Information collection and preparation for the Global Stocktake

52. *Background:* Information collection and preparation is the first component of the global stocktake, followed by a technical assessment and the subsequent consideration of outputs.²⁰

53. The CMA requested the Chairs of the SBSTA and the SBI to issue a call for the inputs to the global stocktake, taking into account that such inputs should be submitted at least three months before their consideration in the technical assessment. By the same decision the CMA invited the relevant constituted bodies (including the AC) and forums and other institutional arrangements under or serving the Paris Agreement and/or the Convention to prepare, with the assistance of the secretariat, synthesis reports in their areas of expertise for the technical assessment.

¹⁷ Decision 11/CMA.1, para. 13.

¹⁸ <https://unfccc.int/documents/267818>.

¹⁹ Decision 11/CMA.1 paras. 35 and 36.

²⁰ Decision 19/CMA.1.

54. The CMA also decided that the sources of input for the global stocktake will consider information at a collective level on a range of activities, including “The state of adaptation efforts, support, experience and priorities, including the information referred to in Article 7, paragraphs 2, 10, 11 and 14, of the Paris Agreement, and the reports referred to in Article 13, paragraph 8, of the Paris Agreement”.²¹

55. AC 20 agreed on the outline of the its synthesis report and requested the secretariat to prepare a first draft by mid-December, under the guidance of the Co-Chairs and the issue leads, for consideration inter-sessionally, with the aim of finalizing it by March 2022. The first draft was circulated as agreed in December 2021 and the AC’s working group made further progress in the intersessional period.

56. *Action*: The AC will be invited to consider the draft synthesis report contained in document AC21/SR/8C and provide any last comments as needed with a few to finalizing and issuing the report the week following AC 21.

AC21/SREP/8C	Draft synthesis report on the information identified in paragraph 36 of decision 19/CMA.1
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8d. Monitoring and evaluation systems at the national and subnational level

57. *Background*: The AC in its workplan for 2022-2024 agreed to prepare a technical paper featuring case studies on the development and application of monitoring and evaluation systems at the national and subnational level, including consideration of the value of monitoring and evaluation systems, existing barriers and opportunities to overcome them.

58. A concept note and a proposed outline for the technical paper is contained in document AC21/CN/8D.

59. *Action*: The AC will be invited to consider the draft technical paper contained in document AC21/CN/8D and provide further guidance as needed.

AC21/CN/8D	Concept note and outline: Technical paper featuring case studies on the development and application of monitoring and evaluation systems at the national and subnational level
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9. Organization of inter-sessional work

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

10. Dates for future meetings

61. *Action*: The AC will be invited to agree on the tentative date for AC 22.

11. Any other matters

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

12. Closure of the meeting

²¹ Decision 19/CMA. 1, para. 36 (c).