

## Twenty-third meeting of the Adaptation Committee

**Bonn, Germany (Hybrid)**  
**7 – 10 March 2023**

### 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. Election of the Co-Chairs.
4. Organization of work.
5. Promoting overarching coherence: Collaboration with other adaptation-related institutional arrangements under the UNFCCC:
  - a. Mapping mandates from COP 27/CMA 4 and collaboration with other constituted bodies
  - b. Dialogue between the Adaptation Committee and other adaptation-related constituted bodies;
  - c. Collaboration with partner organizations of the Nairobi work programme on impacts, vulnerability and adaptation to climate change.
6. Awareness-raising, outreach and sharing of information:
  - a. Communications plan and strategy of the Adaptation Committee;
  - b. Information series on the State of Adaptation, Issue 1;
  - c. Adaptation Forum.
7. Technical support and guidance on adaptation planning and implementation, including means of implementation, at the national and subnational level:
  - a. Work of the Adaptation Committee Task Force on National Adaptation Plans;
  - b. Capacity gaps in accessing adaptation funding;
  - c. Private sector engagement.
8. Technical support and guidance on reviewing subnational, national and overall adaptation progress:
  - a. Recognizing the adaptation efforts of developing country Parties: 2024 Synthesis report;
  - b. Methodologies for reviewing the adequacy and effectiveness of adaptation and support;
  - c. Monitoring and evaluation systems at the national and subnational levels.
9. Flexible workplan of the Adaptation Committee for 2022-2024.
10. Organization of inter-sessional work.
11. Dates for future meetings.
12. Any other matters.
13. Closure of the meeting.

## II. Annotations to the provisional agenda

### 1. Opening and welcome

1. Co-Chairs will officially open the 23<sup>rd</sup> meeting of the AC for members and observers on 8 March 2023 at 09:30 CET. The open meeting will be preceded by an informal meeting of AC members on 7 March 2023.

### 2. Adoption of the agenda

2. The provisional agenda for the 23<sup>rd</sup> meeting of the AC will be presented for adoption.

AC23/AA/2	Provisional agenda and annotations for the twenty-third meeting of the AC
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### 3. Election of the Co-Chairs

3. *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.

4. *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 2023.

### 4. Organization of work

5. The 23<sup>rd</sup> meeting of the AC will be held from 7 – 10 March 2023 in Bonn, Germany. The option of virtual attendance will be available to ensure inclusive participation, including by observers, while acknowledging the challenges posed by online participation.

6. The AC has continued to advance its work intersessionally through virtual means, including exchanges by email and on the AC MS Teams space, and through conference calls.

7. To ensure transparency, all documents and updates will be posted on the [AC 23 webpage](#) for observers. Observers are invited to send in comments by email to [AC@unfccc.int](mailto:AC@unfccc.int). Registered observers for the meeting will be welcome to attend the official meeting from 8-10 March 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 23 webpage](#).

### 5. Promoting overarching coherence: Collaboration with other adaptation-related institutional arrangements under the UNFCCC

8. *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.

#### 5.a Mapping mandates from COP 27/CMA 4 and collaboration with other constituted bodies

9. *Background:* As part of its efforts to promote the implementation of adaptation action under the Convention in a coherent manner in line with the Cancun Adaptation Framework and the Paris Agreement, the AC requested the secretariat to prepare a map of mandates, workplans and/or decisions with adaptation relevance under the Convention after each session of the Conference of the Parties. 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 based on the outcomes of COP 27 and CMA 4 is contained in document AC23/INFO/5A.

10. This item is closely related to agenda item 5.b below. Document AC23/INFO/5A will also contain information on collaborative activities with other constituted bodies carried out since the last meeting, and concrete proposals for further work.

11. *Action:* The AC will be invited to consider document AC23/INFO/5A with a view to agreeing on any action, as required.

AC23/INFO/5A	Relevant adaptation-related outcomes from the 2022 Climate Change Conference held in Sharm el-Sheikh, Egypt, and collaboration with other constituted bodies.
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### 5.b Dialogue between the Adaptation Committee and other adaptation-related constituted bodies

12. *Background:* The AC's workplan for 2022-2024 contains provisions for holding an annual dialogue with adaptation-related constituted bodies to discuss ways of further strengthening coherence and collaboration in addressing adaptation. The first dialogue took place in conjunction with SB 56 in June 2022 with the theme "Support for adaptation (capacity-building, finance, technology), with a focus on addressing gaps and needs related to the formulation and implementation of NAPs".

13. AC 23 will be invited to consider the theme for the second dialogue to take place at SB 58 in June 2023.

14. *Action:* The AC will be invited to consider this agenda item in conjunction with agenda item 7b below (Capacity gaps in accessing adaptation funding: a dialogue to be held at SB 58) and provide further guidance as appropriate.

AC23/CN/5B-7B	Dialogue between the Adaptation Committee and other adaptation-related constituted bodies and addressing capacity gaps in accessing adaptation funding. Concept note
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### 5.c Collaboration with partner organizations of the Nairobi work programme on impacts, vulnerability and adaptation to climate change

15. *Background:* In response to an invitation from SBSTA 48.1,<sup>1</sup> the AC has been providing advice on the delivery of NWP mandates that relate to the work programmes of constituted bodies, and on opportunities to align efforts with relevant bodies, workstreams and institutional arrangements. Building on the initial advice provided by the AC, SBSTA 50 requested the secretariat, under the guidance of the SBSTA Chair, to communicate information on the work and mandates of the NWP to the relevant constituted bodies and to invite collaboration, as appropriate. The secretariat therefore provides regular updates to the AC on the work of the NWP, including how it is implementing the advice from the AC.

16. *Action:* The AC will be invited to consider the oral information presented by the secretariat and discuss further support required from NWP partners, as appropriate.

## 6. Awareness-raising, outreach and sharing of information

### 6.a Communications plan and strategy of the Adaptation Committee

17. *Background:* The COP, by decision 2/CP.26, invited the AC to improve its efforts to measure the outreach of its events and publications by including, in its flexible workplan, the collection of statistics disaggregated by gender and region on its awareness-raising, outreach and information sharing efforts such as events and publications.

18. At AC21, the AC considered the AC's 2022-2023 communications strategy and plan as contained in document [AC21/INFO/6A](#), and requested the secretariat to prepare an audience assessment to study current and potential audiences in order to continuously improve the communication efforts of the AC. The secretariat will be invited to present progress made in this respect.

19. Lastly, COP 27 and CMA 4 encourages the Committee to make further use of platforms for outreach, communication in languages other than English and the organization of regional events and knowledge dialogues as ways to improve the dissemination, understanding and use of its knowledge products by organizations and practitioners within and outside the UNFCCC process and in all geographical regions. To address this request, the AC requested the secretariat to prepare a concept note for an event that could be

<sup>1</sup> [FCCC/SBSTA/2018/4](#), para. 19.

tested at the 2023 NAP Expo and possibly replicated at the UNFCCC regional climate weeks. The concept note for this event is contained in document AC23/CN/6A.

20. *Action:* The AC will be invited to consider the information provided by the secretariat on the AC's communication and outreach efforts, including audience assessment, and provide further guidance to the secretariat as needed.

21. The AC will also be invited to consider the concept note for the outreach event as contained in document AC23/CN/6A.

AC23/CN/6A	Outreach event by the Adaptation Committee to be held at the 2023 NAP Expo. Concept note
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### 6.b Information series on the State of Adaptation, Issue 1

22. *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.

23. At AC21, the AC considered the concept note of the 2022 Annual flagship publication as contained in document [AC21/CN/6B](#) and took note of the comments received during the meeting. At AC22, the AC considered the [draft outline of the publication](#) and the design concept. The AC provided comments clarifying the scope and the table of contents, as well as further input to the outline and sources. It also requested the secretariat, based on the feedback, to prepare an updated concept and outline, as well as a first draft of the teasers of the report for the AC's intersessional clearance. The [updated concept](#), which splits the information series into an online tool and a periodic publication, was approved by the AC intersessionally. The online tool will consist of country profiles presenting the state of adaptation planning and implementation by country along the adaptation cycle and based on national reports submitted to the UNFCCC. The periodic publication will include a summary of the country information and be complemented by information from additional sources that can inform on adaptation progress.

24. The AC introduced the revised concept during a side event at COP 27 and received feedback from the panellists and audience. Taking into account the additional feedback received, the secretariat is in the process of developing the two envisioned components.

25. *Action:* The AC will be invited to consider an oral progress update on the online tool and periodic publication.

### 6.c Adaptation Forum

26. *Background:* In its workplan for 2022-2024 the AC agreed to hold its regular Adaptation Forum to discuss and showcase Parties' progress in implementing adaptation action. During AC21, the AC agreed on the broad topic of its 2022 Adaptation Forum as "Adaptation Stocktake", with a view to further refining the subtitle and further elements to be discussed, including transformational adaptation.

27. The AC's Co-Chairs worked with the secretariat during the intersessional period and recommended holding the Forum in 2023 to ensure that sufficient time is available to plan and organize such a major event and presented an updated [concept note](#) at AC22, to which further comments were provided, including on the refined topic, timing and other events taking place in the first half of 2023.

28. *Action:* The AC will be invited to consider an update on progress made and agree on next steps as needed.

## 7. Technical support and guidance to the Parties on adaptation planning and implementation, including means of implementation, at the national and subnational level

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

29. *Background:* The AC's NAP Taskforce was established with the aim of further supporting developing countries seeking to formulate and implement NAPs. It comprises members of the AC, the LEG, the SCF, the TEC, the Adaptation Fund, the GEF and the GCF. At its 21<sup>st</sup> meeting, the AC took note of the progress report on the work of the NAP Taskforce, including its flexible workplan for the years 2022-2024, as contained in document [AC21/INFO/7C](#).

30. The lead of the NAP Taskforce regularly reports back to the AC on progress made in implementing its workplan. An overview report of the NAP Taskforce so far is contained in document AC23/INFO/7A. In addition, the document contains options on the way forward on the NAP Taskforce that the AC may wish to consider.

31. *Action:* The AC will be invited to consider the information note containing a progress report and possible ways forward.

AC23/INFO/7A	Progress update on the work of the NAP Taskforce and options on the way forward. Information note
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### 7.b Capacity gaps in accessing adaptation funding

32. *Background:* The AC at its 20<sup>th</sup> 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.

33. One of the next steps was to hold a dialogue, at SB 58 and SB 60, on progress made in closing the capacity gaps identified in accessing adaptation funding, and to prepare action-oriented briefs or case studies to demonstrate how such capacity gaps could be closed, in collaboration with universities, NWP partners, the NAP task force and other constituted bodies, Parties and organizations.

34. The AC may wish to consider combining this dialogue with another dialogue in its workplan, which is the dialogue between the AC and other adaptation-related constituted bodies further described under item 5b above. To this effect, a joint concept note has been prepared and is contained in document AC23/CN/5B-7B.

35. *Action:* The AC will be invited to consider a concept note in conjunction with the agenda item 5b. and provide further guidance as needed.

AC23/CN/5B-7B	Dialogue between the Adaptation Committee and other adaptation-related constituted bodies and addressing capacity gaps in accessing adaptation funding. Concept note
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### 7.c Privat sector engagement

36. *Background:* At AC21, the AC considered thematic options for events to be organized at the upcoming NAP Expos: (a) Promoting the inclusion of (M)SMEs in national adaptation planning and implementation, and (b) Closing the data gap in climate change adaptation planning and implementation in collaboration with the private sector. An event on topic (a) was successfully held at the 2022 NAP Expo in Gaborone, Botswana.

37. An event on the thematic option (b) will be conducted at the 2023 NAP Expo and a concept note to this effect is contained in document AC23/CN/7C.

38. *Action:* The AC will be invited to consider the concept note contained in document AC23/CN/7C and provide further guidance as appropriate.

AC23/CN/7C	2023 NAP Expo event on closing the data gap in climate change adaptation planning and implementation in collaboration with the private sector. Concept note
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## 8. Technical support and guidance on reviewing subnational, national and overall adaptation progress

### 8.a Recognizing the adaptation efforts of developing country Parties: 2024 Synthesis report

39. *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.<sup>2</sup>

40. The AC has so far prepared two synthesis reports in this context: The first one, issued in 2020, focused on [How developing countries are addressing hazards, focusing on relevant lessons learned and good practices](#). The second one, issued in 2022, looked at [Assessing and meeting the costs of adaptation](#). The AC, at its 23<sup>rd</sup> meeting, will be invited to agree on a theme for the third synthesis report, due in 2024.

41. *Action:* At its 23<sup>rd</sup> meeting, the AC will be invited to agree on the theme for its 2024 synthesis report and provide further guidance to the secretariat for a draft annotated outline for consideration at AC24. AC members and observers are invited to communicate proposals on possible themes to the secretariat before the opening of AC 23.

### 8.b Methodologies for reviewing the adequacy and effectiveness of adaptation and support

42. *Background:* By decision 1/CP.21, paragraphs 45 (b), Parties requested the AC and the LEG jointly with the SCF and other relevant institutions, to develop methodologies and make recommendations on reviewing the adequacy and effectiveness of adaptation and support referred to in Article 7, paragraph 14(c) of the Paris Agreement.

43. CMA 1, in considering the recommendations provided by the three bodies in addressing the mandate, noted that the current state of knowledge was not sufficient to address the mandate and invited Parties, academia and other stakeholders to undertake further technical work. It further invited the AC and the LEG, in collaboration with the SCF, and relevant experts to contribute to the technical work by continuing to compile existing methodologies (decision 11/CMA.1, paragraphs 32–36).

44. In response to this request, the three constituted bodies provided a first overview of existing methodologies in a [background paper and](#) established a joint working group, tasked with agreeing on a way forward on the joint mandate. The joint working group regularly reports to the AC on progress made. As the group has not met since AC 22, the state of the work remains unchanged and is captured in document [AC-LEG/INFO/5](#), prepared in September 2022. The document includes a draft framing that the group developed to assist in defining the scope of the global review; the identification of the global context and possible sources of information; and a proposal to update and restructure the [background paper](#) to reflect the outputs by the group and which may serve as a reference document for further work on this mandate.

45. *Action:* The AC will be invited to discuss further possible next steps, including organizing a webinar based on the draft concept contained in Annex IV of document [AC-LEG/INFO/5](#) and a presentation during the GST technical dialogues.

### 8.c Monitoring and evaluation systems at the national and subnational levels

46. *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 levels, including consideration of the value of monitoring and evaluation systems, existing barriers and opportunities to overcome them.

<sup>2</sup> Decision 11/CMA.1, para. 13.

47. At its 22<sup>nd</sup> meeting, the AC considered a first draft of the technical paper ([AC22/TP/7C](#)) and provided further guidance on the next version with a view to finalizing the paper in the first half of 2023. The close-to-final version for consideration at this meeting is contained in document AC23/TP/8C.

48. The AC already included follow-up work on this technical paper in its flexible workplan. One follow-up activity is the organization of an event during the 2023 [Adaptation Futures](#) conference, to be held from 2 to 6 October 2023 in Montréal, Québec, Canada. The AC has submitted a session proposal as contained in document AC23/CN/8C to present the findings from the technical paper during this event. The AC will hold the event in collaboration with the NAP Global Network and the Organisation for Economic Co-operation and Development (OECD).

49. *Action:* The AC will be invited to consider the revised draft technical paper contained in document AC23/TP/8C and provide final guidance to the secretariat on its finalization and publication.

50. The AC will also be invited to take note of the concept note contained in document AC23/CN/8C and provide further guidance to the secretariat, as required, to take into consideration if the event is accepted into the Adaptation Futures conference.

AC23/TP/8C	Revised draft technical paper on the development and application of monitoring and evaluation systems at the national and subnational levels
AC23/CN/8C	M&E event at the 2023 Adaptation Futures. Concept note

## 9. Flexible workplan of the Adaptation Committee for 2022-2024

51. *Background:* At its 20<sup>th</sup> meeting, the AC agreed its fourth workplan, covering the period 2022-2024, which was subsequently welcomed by the COP 26.<sup>3</sup> The AC agreed to keep its workplan flexible to take on new and emerging tasks and allow for flexibility regarding the timing of activities and revisions of the workplan as needed.

52. *Action:* The AC will be invited to update its flexible workplan to include new activities agreed during AC 23, as appropriate.

## 10. Organization of inter-sessional work

53. *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.

## 11. Dates for future meetings

54. *Action:* The AC will be invited to agree on the tentative date for AC 24.

## 12. Any other matters

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

## 13. Closure of the meeting

<sup>3</sup> Decision 2/CP.26. Available at <https://unfccc.int/documents/460954>.