

Twenty-fourth meeting of the Adaptation Committee

Bonn, Germany
10 – 13 October 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.
6. Awareness-raising, outreach and sharing of information:
 - a. Communications plan and strategy of the Adaptation Committee;
 - b. Adaptation Committee information series on the State of Adaptation;
 - c. Adaptation Committee event series: *Boosting region-wide coherence on adaptation*;
 - d. Adaptation Forum.
7. Technical support and guidance:
 - a. Work of the Adaptation Committee Task Force on National Adaptation Plans;
 - b. Recognizing the adaptation efforts of developing country Parties: 2024 Synthesis report;
 - c. Methodologies for reviewing the adequacy and effectiveness of adaptation and support;
 - d. Monitoring and evaluation systems at the national and subnational level;
8. Flexible workplan of the Adaptation Committee for 2022-24.
9. Report of the Adaptation Committee to the 28th session of the Conference of the Parties.
10. Organization of inter-sessional work.
11. Dates and hosting arrangements for future meetings.
12. Any other matters.
13. Closure of the meeting.

¹ This document (provisional agenda and annotations) has been updated to reflect the revised title of documents prepared for AC24 and based on further guidance by the AC members.

II. Annotations to the provisional agenda

1. Opening and welcome

1. The Co-Chair(s) will officially open the 24th meeting of the AC for members and observers on 11 October 2023 at 9.30. The open meeting will be preceded by an internal coordination meeting of AC members on 10 October.

2. Adoption of the agenda

2. The provisional agenda for the 24th meeting of the AC will be presented for adoption.

AC24/AA/2	Provisional agenda and annotations for the twenty-fourth 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. If a Co-Chair is unable to complete the term of office, the Adaptation Committee shall elect a replacement to complete that term of office.

4. Elections were last held at AC 23 in March 2023. The elected Co-Chair from an Annex I Party resigned in July 2023.

5. *Action:* The AC will be invited to elect a Co-Chair from an Annex I Party, with immediate effect and in accordance with its revised rules of procedure, to complete the term of office of the Co-Chair who resigned.

4. Organization of work

6. The option of virtual attendance will be available to ensure inclusive participation, including by observers, while acknowledging the challenges posed by online participation.

7. The AC has continued to advance its work intersessionally through virtual means including exchanges on the AC MS Teams space and through a series of thematic conference calls.

8. To ensure transparency, all documents and updates will be posted on the [AC 24 webpage](#) for observers. Observers are invited to send in comments by email to AC@unfccc.int. Registered observers for the meeting will be welcome to attend the official meeting from 11 – 13 October 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 24 webpage](#).

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

5.a Collaboration with other constituted bodies, the Nairobi work programme and other workstreams, including the Global Goal on Adaptation

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 the Parties to the Paris Agreement (CMA).

10. At AC 23, the AC facilitated an in-depth exchange with the attending adaptation-related constituted bodies and identified a range of topics on the respective workplans that could be addressed jointly, or that

would benefit from reviews or inputs. It subsequently discussed ways to approach the collaboration in a more systematic manner.

11. Related to this exchange, and as part of its mandate to promote the implementation of adaptation action under the Convention in a coherent manner, the AC agreed to hold an **annual Dialogue with adaptation-related constituted bodies** to discuss ways of further strengthening coherence and collaboration in addressing adaptation. The 2023 Dialogue is focusing on *addressing developing countries' capacity gaps in accessing adaptation funding*, conducted in two parts, held in a virtual meeting format. Part I was held on 10 July 2023 and convened the adaptation-related constituted bodies under the UNFCCC.² Part II of the Dialogue is scheduled after AC 24 at a date to be determined and will engage a broader audience, including Parties and providers of support, for an active exchange on how to address the gaps. A short summary of part I and a concept for part II is contained in document AC24/INFO-CN/5A.

12. Regarding the **Nairobi work programme (NWP)**, the AC has been providing advice on the delivery of NWP mandates that relate to the work programmes of constituted bodies. Additionally, it provided recommendations on opportunities to align efforts with relevant bodies, workstreams and institutional arrangements in response to an invitation from SBSTA 48.1.³ 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 progress, including its implementation of advice from the AC.

13. Regarding the **Global Goal on Adaptation**, decision 3/CMA.4, para. 22, invited the AC, with support from the secretariat, the Intergovernmental Panel on Climate Change, as appropriate, and other relevant constituted bodies and experts to continue contributing to the Glasgow-Sharm el-Sheikh work programme in 2023, including by sharing their work related to indicators, metrics and targets at different levels of governance, and other relevant areas. In response to this mandate, during AC 23, a specialized working group was established to decide the technical input that the AC will provide to the GGA process.

14. Action:

- a) **For information and decision:** The AC will be invited to consider the information and concept note contained in document AC24/INFO-CN/5A on progress made by the Dialogue on addressing capacity gaps on accessing adaptation funding to-date and decide on next steps to organize Part II of the Dialogue.
- b) **For information and discussion:** Representatives of adaptation-related constituted bodies will be invited to inform the meeting on the progress of their adaptation-related work they are undertaking and flag any additional opportunities for collaboration, as appropriate, for further consideration.
- c) **For information and discussion:** The AC will be invited take note of an oral update on the activities conducted by NWP partner organizations, and decide on further action, as appropriate.
- d) **For information and discussion:** The AC will also be invited to consider progress made by its working group on the GGA and agree on further action, as appropriate.

AC24/INFO-CN/5A	Dialogue with adaptation-related constituted bodies: Addressing developing countries' capacity gaps in accessing adaptation funding. Information and concept note
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² <https://unfccc.int/event/dialogue-on-addressing-developing-countries-capacity-gaps-in-accessing-adaptation-funding-convened>.

³ Paragraph 19 of document [FCCC/SBSTA/2018/4](#).

6. Awareness-raising, outreach and sharing of information

6.a Communications plan and strategy of the Adaptation Committee

15. **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.

16. By decisions 8/CP.27 and 10/CMA. 4, Parties encouraged the AC to make further use of platforms for outreach, communication in languages other than English 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.

17. The AC took this guidance into account in updating its communications plan and strategy. A progress report is contained in document AC24/INFO/6A.

18. **Action: For information:** The AC will be invited to consider the information contained in document AC24/INFO/6A and provide further guidance to the secretariat as needed.

AC24/INFO/6A	Update on the implementation of the communications plan and strategy of the Adaptation Committee 2022-2023 and the way forward 2024-2025
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6.b Adaptation Committee information series on the State of Adaptation

19. **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.

20. At AC21, the AC considered a concept note for the 2022 Annual “flagship publication” and took note of comments received during the meeting. At AC22, the AC considered a draft outline of the publication and the design concept. The resulting updated concept splits the information series into an online tool and a periodic publication and 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.

21. During AC 23, the AC took note of a [presentation](#) by the secretariat on progress made on the information series and provided further guidance on the content on preparing online country profiles with the information provided by Parties under the UNFCCC and the Paris Agreement.

22. **Action: For information and discussion:** The AC will be invited to take note of presentation by the secretariat on the online country profiles.

6.c Adaptation Committee event series: Boosting region-wide coherence on adaptation

23. **Background:** The COP and CMA, through decisions 8/CP.27 and 10/CMA. 4, encouraged the AC to make further use of the organization of regional events 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.

24. In response to this mandate, and with the aim of enhancing its role in providing coherence and guidance on adaptation, promoting synergies, and strengthening engagement with national, regional, and international organizations, centres, and networks, the AC has undertaken a series of workshops. These workshops serve to strengthen engagement with relevant stakeholders and foster synergy among multi-country and transboundary initiatives in line with global efforts.

25. The regional workshops have been integrated into larger events: the Korea Global Adaptation Week, Incheon City, Republic of Korea (workshop held on 28-29 August); the Africa Regional Climate Week, Nairobi, Kenya (5-6 September); the Middle East & North Africa Regional Climate Week, Riyadh, Saudi Arabia (8 October); and the Latin America & the Caribbean Regional Climate Week, Panama City, Panama (scheduled for 26-27 October). The information gathered during the workshops has been complemented by surveys that the AC issued for each of the regions.

26. **Action: For information and discussion:** The AC will be invited to consider summary reports on the outcomes of the regional events conducted so far and provide further guidance to the secretariat as needed:

- a) [Report of the AC event in the Asia-Pacific region](#)
- b) [Report of the AC event in the Africa region](#)

6.d Adaptation Forum

27. **Background:** The AC has regularly held Adaptation Forums since 2013. Since their inception, the goal behind these Forums has been to convene high-level events that raise the profile of adaptation globally. Ten years after the first Forum, and in a year when adaptation is higher on the political agenda and in the public consciousness than ever before, the AC decided to hold a two-day meeting that will lay the groundwork to launch longer-term work aimed at enhancing collaboration across the intergovernmental architecture in support of more ambitious adaptation action globally. The work on the State of Adaptation mentioned in item 6b and the regional workshops mentioned in item 6c above will feed into this endeavour. The 2023 Adaptation Forum will take place in Bonn on 30 and 31 October 2023, an updated concept note for the Forum is contained in document AC24/CN/6D.

28. **Action: For information:** The AC will be invited to take note of the updated concept note on the 2023 Adaptation Forum as elaborated in the intersessional period and contained in document AC24/CN/6D. It will also be invited to take note of an oral presentation by the secretariat on progress made on the organization of the Forum.

AC24/CN/6D	Adaptation Forum 2023. The next generation of adaptation: preparing the multilateral system for more coordinated and effective support for adaptation. Updated concept note
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7. Technical support and guidance

7.a Work of the Adaptation Committee Task Force on National Adaptation Plans

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 21st 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](#). The lead of the NAP Taskforce regularly reports back to the AC on progress made in implementing its workplan.

30. At AC 23, the AC and the Taskforce welcomed members of other constituted bodies to contribute to the work. The following constituted bodies expressed interest in collaborating on the NAP Taskforce's activities and nominated members to interface with the Taskforce: the CGE, the WIM ExCom, the LCIPP FWG and the PCCB.

31. Since AC 23, the NAP Taskforce contributed to a side event that the AC conducted during NAP Expo 2023, held from 27 to 30 March in Santiago de Chile, entitled: "Addressing the data gap in climate change adaptation planning and implementation in collaboration with the private sector".⁴

32. The NAP Taskforce also finalized a policy brief on progress, good practices and lessons learned in prioritizing and incorporating gender-responsive adaptation action, which will be published shortly after AC 24. As the next activity, the Taskforce will prepare a policy brief on progress, good practices and lessons learned, challenges and opportunities in the application of traditional knowledge, knowledge of indigenous peoples and local knowledge systems in adaptation.

33. **Action: For information and discussion:** The AC will be invited to consider the information presented by the lead of the NAP Taskforce, including a possible collaboration with the Facilitative Working Group of the Local Communities and Indigenous Peoples Platform on the next policy brief, and agree on other next steps as needed.

⁴ <https://napexpo.org/2023/sessions/4-1-3-closing-the-data-gap-in-climate-change-adaptation-planning-and-implementation-in-collaboration-with-the-private-sector-ac/>.

7.b Recognizing the adaptation efforts of developing country Parties: 2024 Synthesis report

34. **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.⁵

35. At C 23, the AC considered potential topics for the 2024 synthesis report and agreed to merge the topics "Efforts of developing countries in setting up institutional arrangements to plan and implement adaptation at different levels of government"; and "Efforts of developing countries in engaging stakeholders in adaptation planning and implementation" to be further refined.

36. **Action: For decision:** The AC will be invited to consider the draft outline contained in document AC24/SREP/7B, decide on the final topic and provide further guidance as needed.

AC24/SREP/7B	Recognizing the adaptation efforts of developing country Parties: Institutional arrangements and stakeholder engagement. Draft concept note
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7.c Methodologies for reviewing the adequacy and effectiveness of adaptation and support

37. **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. 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.⁶

38. In response to this request, the three constituted bodies 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, and progress updates from the working group are available on the web page that the three bodies established for that topic.⁷

39. Since AC 23 the joint working group finalized a reference paper containing the current compilation of existing methodologies. Additionally, the paper includes examples of their application at different scales and respective lessons learned, gaps and challenges. It also contains considerations regarding the global review of the adequacy and effectiveness of adaptation and support, including proposals from recent discussions under the GST technical dialogues and other forums and suggestions for possible future areas of work which could contribute towards a more systematic review under subsequent global stocktakes. The paper is contained in document AC-LEG/2023/1.

40. **Action: For information and decision:** The AC will be invited to take note of the information contained in document AC-LEG/2023/1, invite the secretariat to publish and disseminate it, and discuss further possible next steps.

AC-LEG/2023/1	Methodologies for reviewing the adequacy and effectiveness of adaptation and support. Draft reference paper
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7.d Monitoring and evaluation systems at the national and subnational level

41. **Background:** At AC 23, the AC considered a draft technical paper featuring case studies on the development and application of monitoring and evaluation systems at the national and subnational levels and provided further input to the secretariat towards its finalization. The paper was finalized in the inter-sessional period and will be published before the end of the year. The AC also considered a proposed

⁵ Decision 11/CMA.1, para. 13.

⁶ Decision 11/CMA.1, paras. 32–36.

⁷ <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/mandates-from-the-cma/methodologies-adequacy-and-effectiveness>.

collaboration on a toolkit that the NAP Global Network (NAP GN) is developing for monitoring, evaluation and learning (MEL) of national adaptation planning processes, and took note of a joint AC/NAP GN/OECD application for a session to be held at the 2023 Adaptation Futures conference in early October 2023.

42. **Action: For information:** The AC will be invited to take note of an oral report on progress made on the MEL toolkit, as well as outcomes of the joint session at the Adaptation Futures conference. The AC will be invited to provide guidance on next steps as needed.

8. Flexible workplan of the Adaptation Committee for 2022-24

43. **Background:** The AC adopted its flexible workplan for the years 2022-2024 at AC 20 and included it as an annex to its 2021 report to the COP,⁸ which the COP took note of in decision 2/CP.26, para. 1.

44. At AC 23 and in the inter-sessional period, the AC agreed on additional and revised activities to be updated in the workplan.

45. **Action: For decision:** The AC will be invited to consider the draft updated flexible workplan for the years 2022-2024 as contained in document AC24/WP/8 for approval.

AC24/WP/8	Draft updated flexible workplan for the years 2022-2024
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9. Report of the Adaptation Committee to the 28th session of the Conference of the Parties

46. **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. The CMA, by decision 11/CMA.1, decided that the AC shall serve the Paris Agreement.

47. **Action: For decision:** The AC will be invited to consider its 2023 draft report as contained in draft document FCCC/SB/2023/5 and to request the secretariat to finalize the draft report, including possible recommendations to the COP and the CMA contained therein, and share it with AC members for approval shortly after AC 24.

FCCC/SB/2023/5	Draft 2023 Report of the Adaptation Committee
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10. Organization of inter-sessional work

48. **Action: For decision:** The AC will be invited to agree on leads/co-leads and members of its groups established to guide the implementation of its activities. It will further be invited to revisit the modalities of its intersessional work.

11. Dates and hosting arrangements for future meetings

49. **Action: For decision:** The AC will be invited to agree on the tentative date for AC 25.

12. Any other matters

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

13. Closure of the meeting.

⁸ As contained in documents FCCC/SB/2021/6 and FCCC/SB/2021/6/Corr.1.