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MESSAGE TO PARTIES

Adaptation Contact Points

Pursuant to [decision 2/CP.26](#), paragraph 6, the Conference of the Parties invited 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 Adaptation Committee and the Least Developed Countries Expert Group, 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, including on Parties' efforts to formulate and implement national adaptation plans.

More information is contained in annex I, and a nomination form is contained in annex II. UNFCCC national focal points are invited to identify their identified adaptation contact points at their earliest convenience, preferably by 1 July 2022, by completing and sending the nomination form to the secretariat (secretariat@unfccc.int) with a copy to the adaptation programme (adaptation@unfccc.int).

Yours sincerely,

(signed by)

Youssef Nassef
Director, Adaptation division

Distribution: To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points and diplomatic missions accredited to the Federal Republic of Germany.



Annex I

Concept note: Adaptation Contact Points¹

1. Mandate and scope

1. The Conference of the Parties (COP), at its twenty-sixth session, invited 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 Adaptation Committee and 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 (NAPs).²

2. The scope for the engagement of adaptation contact points is also mentioned in the outcomes of the Subsidiary Body for Scientific and Technological Advice relating to the NWP³ through specific tasks, including by providing inputs on priority knowledge gaps in relation to climate change adaptation, to inform work under the NWP; engaging with the secretariat to ensure that knowledge products are tailored to the needs of users and accessible to increase the usefulness of the products to users implementing adaptation action; and engaging with the secretariat in measuring the uptake of knowledge products by users, tracking progress and using the results to enhance their accessibility and applicability in countries.

2. Possible functions

3. On the basis of the mandate provided in paragraph 1 above, adaptation contact points could, in close coordination with UNFCCC national focal points, and other focal points as appropriate, perform the following functions:⁴

- (a) Channel adaptation-related information generated by the constituted bodies and programmes under the UNFCCC, as well as by other relevant organizations and programme partners, to their respective countries;
- (b) Channel adaptation-relevant information, including knowledge, needs and priorities of indigenous peoples and local communities, from Parties to the constituted bodies and other programmes under the UNFCCC, as well as to other relevant organizations and programme partners;
- (c) Respond to adaptation-related invitations and requests from the constituted bodies and programmes under the UNFCCC, such as calls for submissions, surveys, nomination of experts for events and written technical input;

¹ Prepared by the secretariat and reviewed by the Adaptation Committee and the LEG.

² Decision 2/CP.26, para. 6.

³ https://unfccc.int/sites/default/files/resource/sbsta2021_03_adv_1.pdf#page=8.

⁴ The list is indicative and non-exhaustive. It is only intended to assist national focal points in identifying contact points.



- (d) Liaise with the secretariat and other focal points, as appropriate, on queries relating to functions listed in the sub-paragraphs above;
- (e) Provide feedback on how information has been received in their countries and how information flow can be further organized and improved;
- (f) Provide feedback on how the accessibility, applicability and usefulness of knowledge and information products can be further enhanced.

3. Potential profile

4. To facilitate the identification of adaptation contact points, Parties may wish to consider the following during their search:

- (a) Engagement in adaptation work at the national, regional and international level;
- (b) Engagement in the formulation and implementation of NAPs;
- (c) Knowledge of adaptation needs, priorities and practices at the sub-national, national and regional level;
- (d) Access to a network to channel information to governmental and non-governmental entities, including youth, private sector entities, indigenous peoples, local communities and other audiences at all levels.

4. Other existing adaptation-related contact points under the UNFCCC

5. Pursuant to decisions and conclusions by the Subsidiary Body for Implementation, the Subsidiary Body for Scientific and Technological Advice, and the COP,⁵ the secretariat developed a network of national focal points for activities pertaining to the UNFCCC. Further information about **UNFCCC national focal points** is available [here](#).

6. Additionally, the following work programmes and areas already have designated national contact points that Parties may wish to consider in identifying their national adaptation contact points:

- (a) **NAP contact points:** Some countries have appointed NAP contact points, in coordination with their respective UNFCCC national focal points. These NAP contact points facilitate the active engagement of their countries with constituted bodies such as the LEG on technical guidance and support on NAPs, including through various NAP modalities, such as the Open NAPs initiative; training on NAPs; NAP Central; NAP Expos; and surveys on progress, challenges, gaps and needs. A list of the NAP contact points is maintained by the secretariat on behalf of the LEG and is available upon request.
- (b) **NWP focal points:** Each NWP partner organization has a dedicated focal point. NWP partner organizations, through their focal points, assist with work under the NWP and under the UNFCCC process by (a) engaging in NWP thematic expert groups and the Lima Adaptation Knowledge Initiative to produce knowledge products and actions to close knowledge gaps for target users in response to needs of Parties; (b) providing technical inputs to inform the work of Parties on adaptation, in the framework of the UNFCCC

⁵ See documents FCCC/SBI/1996/9, para. 29, and FCCC/SBSTA/1996/8, para. 74, and decision 14/CP.2, respectively.



process, including through active participation in adaptation-related events and meetings; and (c) sharing information and resources such as case studies, methods and tools, and other resources through the adaptation knowledge portal. More information on NWP partners is available [here](#).

- (c) **National gender and climate focal points:** The COP invited Parties to appoint and provide support for a gender and climate focal point for climate negotiations, implementation and monitoring. The secretariat informs the focal points about relevant events and calls for submission. They are encouraged to sign up to receive relevant newsletters issued by the secretariat and to communicate with each other between sessions. Gender and climate focal points have used surveys as a tool for needs assessment, as the secretariat is mandated to facilitate networking as well as skills and capacity-building. The list of gender and climate focal points is available [here](#).
- (d) **National focal points for Action for Climate Empowerment (ACE):** The Doha work programme on Article 6 of the Convention invites Parties to designate and provide support to a national focal point for ACE activities. These focal points can be assigned specific responsibilities, including the identification of areas for possible international cooperation and opportunities for strengthening synergies with other conventions, and the coordination of the preparation of the ACE chapter in national communications. More information on the national ACE focal points is available [here](#).



Annex II

Nomination form for adaptation contact points

Party	
Salutation	
First name of nominee	
Last name of nominee	
Ministry/organization	
Department	
Position title	
Address	
Phone (landline and mobile)	
Email	
Web address	
Brief description of adaptation-related work of the nominee at the national level	
Adaptation focus area(s) (e.g. all areas, NAP, adaptation communication, NWP, gender, ACE)	
Duration of role as contact point (leave blank if nomination is not time-bound)	
Signature of nominated adaptation contact point	
Name of nominating national focal point	
Signature of nominating national focal point	

Please email the completed form, preferably by 1 July 2022, to the UNFCCC secretariat at secretariat@unfccc.int, with a copy to the Adaptation programme at adaptation@unfccc.int. Please use one form for each nomination in the case of multiple nominations.