
**Nineteenth meeting of the Adaptation Committee
16-19 March 2021
Virtual meeting**

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:
 - a. Collaboration with other adaptation-related institutional arrangements under the Convention;
 - b. Advice to the Nairobi work programme on impacts, vulnerability and adaptation to climate change;
 - c. Incorporating gender considerations into the activities on the AC workplan.
6. Addressing mandates from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement:
 - a. Global Goal on Adaptation;
 - b. Adaptation Communications: Draft supplementary guidance for voluntary use by Parties in communicating adaptation information;
 - c. Methodologies for assessing adaptation needs;
 - d. Recognizing the adaptation efforts of developing country Parties;
 - e. Methodologies for reviewing the adequacy and effectiveness of adaptation and support;
 - f. Information collection and preparation for the Global Stocktake.
7. Technical support and guidance to the Parties on adaptation action:
 - a. Work of the Adaptation Committee Task Force on National Adaptation Plans;
 - b. Monitoring and evaluation systems at the national and subnational level.
8. Technical support and guidance to the Parties on means of implementation:
 - a. Capacity gaps in accessing adaptation funding;
 - b. Technologies for adaptation;
 - c. Navigating the landscape of support for the process to formulate and implement NAPs.
9. Awareness-raising, outreach and sharing of information.
10. Flexible workplan of the Adaptation Committee for 2022-2024.
11. Organization of inter-sessional work.
12. Dates for future meetings.
13. Any other matters.
14. Closure of the meeting.

* Reissued for technical reasons.

II. Annotations to the provisional agenda

1. Opening and welcome

1. *This item will be taken up during the virtual meeting.*
2. The Co-Chairs will officially open the 19th meeting of the AC on 16 March 2021 at 12:30 CET.

2. Adoption of the agenda

3. *This item will be taken up during the virtual meeting*
4. The provisional agenda for the 19th meeting of the AC will be presented for adoption.

AC19/AA/2	Provisional agenda and annotations for the nineteenth meeting of the AC
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3. Election of the Co-Chairs

5. *This item will be taken up during the virtual meeting.*
6. **Background:** Pursuant to decisions 2/CP.17 and 16/CP.19, the AC, at its 17th meeting, elected 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.
7. **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 2021.

4. Organization of work

8. *This item will be taken up during the virtual meeting.*
9. Due to the necessity to meet virtually, and considering the different time zones, the AC will meet for three hours on each day, starting at 12:30 CET. Documents for the meeting have been discussed and advanced during the intersessional period following a clear time line that was circulated to the AC on 18 January 2021. The Co-Chairs encouraged AC members to consider this pre-sessional period as part of the meeting and to contribute actively to this intersessional work.
10. As the virtual format of the meeting does not allow for enough online time to discuss all items during the meetings, the Co-Chairs decided to discuss several items only on the AC's virtual MS Teams space.¹ All AC members are encouraged to actively engage in this format of work.
11. To ensure transparency, all documents and updates will be posted on the [AC 19 webpage](#) for observers. Observers are invited to send in comments by email to AC@unfccc.int.
12. Observers can follow the meeting on a live broadcast and recordings will be made available after the meeting on the [AC 19 webpage](#). Observers will be welcome throughout the meeting, unless otherwise decided by the committee. Registered observers will be invited to make interventions under all agenda items, as time allows. Should breakout groups be organized, registered observers will also be invited to participate in these.

5. Promoting overarching coherence

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

13. *This item will be discussed on the AC's virtual workspace.*
14. **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 (COP). The map will be used to compare, analyse and consider what actions may need to be undertaken by the AC to

¹ Items 5a, 5c, and 9.

enhance coherence. Given the absence of a COP session in 2020, the secretariat reviewed the workplans of other constituted bodies only.

15. Further, AC members nominated to contribute to the work of other institutional arrangements under the Convention, as well as those who represented the AC at other meetings since AC 18 shared the resulting next steps via email with the AC for information and further consideration.

16. A summary of the activities described in paragraphs 14 and 15 above is contained in document AC19/INFO/5A.

17. *Action:* The AC will be invited to discuss in writing further collaborative work with a view to promoting coherent action on adaptation under the Convention and agree on elements to be included in its future workplan, as appropriate.

AC19/INFO/5A	Collaboration with other adaptation-related institutional arrangements under the Convention
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5.b Advice to the Nairobi work programme (NWP)

18. *This item will be taken up during the virtual meeting.*

19. *Background:* In response to an invitation from SBSTA 48.1,² AC 15 and AC 17 provided 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. This was then communicated to the Chair of the SBSTA. The advice received, as well as information on progress made, was included in the NWP's annual reports of 2019³ and 2020.⁴ The secretariat also delivered progress reports to AC 16 and AC 18.

20. Building on ongoing collaboration and recent mandates of the SBSTA, the AC also invited the provision of technical support from the NWP partners in respect of the work mandated to the AC by the CMA and other adaptation knowledge-related activities included in the AC's workplan of the AC, as appropriate.

Action: The AC will be invited to consider the information contained in document AC19/INFO/5B and agree on further action or advice, as appropriate.

AC19/INFO/5B	Advice to the Nairobi work programme
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5.c Incorporating gender considerations into the activities on the AC workplan

21. *This item will be discussed on the AC's virtual workspace*

22. *Background:* The AC, in its 2019-2021 workplan, agreed to include the objective of incorporating gender as a cross-cutting consideration into all its activities. Accordingly, the AC has enhanced efforts on gender consideration by integrating a gender perspective into AC events, documents, and reports.

23. The AC developed a plan for enhancing consideration of gender in adaptation action and its workplan activities,⁵ in collaboration with the PCCB and the NAP Taskforce and agreed to evaluate progress made in 2021.

24. Document AC19/INFO/5C contains an update on the implementation of the AC's gender workplan and a draft approach for its evaluation.

25. *Action:* The AC will be invited to take note of progress made on its gender workplan and consider and agree on the approach for evaluating progress made at AC 20.

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

³ See document [FCCC/SBSTA/2019/INF.1](#).

⁴ See document [FCCC/SBSTA/2020/INF.1](#).

⁵ See document [AC/2019/17](#).

AC/INFO/5C

Incorporating gender considerations into the activities on the AC workplan

6. Addressing mandates from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)

6.a Global Goal on Adaptation

26. *This item will be taken up during the virtual meeting*

27. **Background:** By decision 1/CMA.2, the CMA called on Parties to engage in adaptation planning processes and the implementation of actions, including the development or enhancement of relevant plans, policies and/or contributions in accordance with Article 7, paragraph 9, of the Paris Agreement, with a view to continue making progress towards the global goal on adaptation of enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change.

28. It requested the AC to consider approaches to reviewing the overall progress made in achieving the global goal on adaptation and to reflect the outcome of this consideration in its 2021 annual report.

29. At its 17th and 18th meetings, the AC considered a draft technical paper on approaches to reviewing the overall progress made in achieving the global goal on adaptation.⁶ It agreed to prepare an overview summary of the document for easier consideration at AC19. It also agreed to consider organizing an expert meeting/webinar in the spring of 2021 to help the AC's consideration of the matter, preferably in line with a planned event.

30. **Action:** The AC will be invited to consider the summary overview contained in document AC19/SUM-INFO/6A and agree on next steps, including the scope of a webinar and how to reflect the outcome of its consideration in its 2021 report.

AC19/SUM-INFO/6A

Considering approaches to reviewing the overall progress made in achieving the global goal on adaptation

6.b Adaptation Communications: Draft supplementary guidance for voluntary use by Parties in communicating adaptation information

31. *This item will be taken up during the virtual meeting.*

32. **Background:** The CMA, in its decision 9/CMA.1, requested the AC to develop, by June 2022, 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 the Intergovernmental Panel on Climate Change (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.⁷

33. At its 15th meeting, the AC agreed on the following time line to respond to this mandate:

- a) In the first half of 2019, the AC sent a letter to the IPCC Working Group II with information on the mandate and the time line (see 5.c below);
- b) It requested the secretariat to prepare, in the 2nd half of the year, an updated mapping of existing guidance for consideration at AC 16;
- c) The draft supplementary guidance for voluntary use by Parties will then be developed in 2020 for further elaboration; and
- d) Finalization in 2021/22, with the engagement of the IPCC, as appropriate.

34. **Action:** The AC will be invited to consider the updated draft contained in document AC19/GUID/6B to inform its work towards the draft supplementary guidance for voluntary use by Parties.

⁶ See AC document [AC18/TP/5A](#).

⁷ Decision 9/CMA.1, para. 15.

AC19/GUID/6B	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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6.c Methodologies for assessing adaptation needs

35. *This item will be taken up during the virtual meeting.*

36. **Background:** The CMA, in its decision 11/CMA.1, requested the AC, in collaboration with the LEG, partner organizations of the NWP, users and developers of relevant methodologies, including academia and the private sector, to develop by June 2020 and to regularly update 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, and to make the information available on the Adaptation Knowledge Portal.

37. It invited Parties and observer organizations to submit via the UNFCCC submission portal by February 2021 their views and information on the development and application of methodologies for assessing adaptation needs, including needs related to action, finance, capacity-building and technological support.

38. The CMA also requested the AC, with the engagement of the IPCC Working Group II, as appropriate, to prepare, drawing on the inventory referred to in paragraph 36 above and the submissions referred to in paragraph 37 above, 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 57th session (November 2022) in the context of its consideration of the report of the AC.

39. At its 15th meeting, the AC agreed on the following time line to respond to this mandate:

- a) In the first half of 2019, the AC sent a letter to the IPCC Working Group II with information on the mandate and the time line (which is the same letter as referred to in item .5b above);
- b) In the 2nd half of 2019 (AC 16) it considered a concept note for the inventory and will engage with the LEG and the NWP thereafter;
- c) The AC was to finalize the inventory by June 2020, consider a scoping note for the technical paper at AC 17 and in the 2nd half of that year issue the call for submissions with the mandated due date of February 2021;
- d) It will draft and review the technical paper throughout 2021 and finalize it before November 2022.

40. The pilot version of the inventory referred to in para. 36 above was launched in early July 2020 on the Adaptation Knowledge Portal.⁸ It is currently being finalized and will be updated regularly. A call for the submissions referred to in para. 37, including guiding questions, was launched in November 2020.⁹

41. Document AC19/INFO/6C contains an update on the state of the inventory and the submissions received so far, as well as a draft outline of the technical paper and possible next steps.

42. **Action:** The AC will be invited to take note of progress made and discuss the outline for the technical paper and the next steps, as needed.

AC19/INFO/6C	Methodologies for assessing adaptation needs.
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6.d Recognizing the adaptation efforts of developing country Parties

43. *This item will be taken up during the virtual meeting.*

⁸ <https://www4.unfccc.int/sites/NWPStaging/Pages/SearchAsses.aspx>

⁹ <https://www4.unfccc.int/sites/submissionsstaging/Pages/Home.aspx>.

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.¹⁰

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".

46. Document AC19/INFO/6D contains a range of possible topics for the next synthesis report, based on current work of the AC. The next report is due to be issued in 2022.

47. *Action:* The AC will be invited to consider and agree on a theme for its 2022 synthesis report.

AC19/INFO/6D	Recognizing the adaptation efforts of developing country Parties: Possible themes and next steps for the 2022 synthesis report
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6.e Methodologies for reviewing the adequacy and effectiveness of adaptation and support

48. *This item will be taken up during the virtual meeting.*

49. *Background:* CMA requested the AC and the LEG, in collaboration with the SCF and relevant experts, to contribute to further technical work by continuing to compile existing methodologies for reviewing the adequacy and effectiveness of adaptation and support. It invited Parties, United Nations entities and other relevant organizations, as well as bilateral and multilateral agencies, to submit by April 2020 to the AC and the LEG information on gaps, challenges, opportunities and options associated with methodologies for reviewing the adequacy and effectiveness of adaptation and support.¹¹

50. At AC 15, the AC agreed to update the compilation of methodologies in the second half of 2020, taking into account the submissions received, and to consider the compilation in late 2020 or in early 2021.

51. The AC and the LEG received four submissions¹² and considered a compilation at LEG 38 and AC 18, respectively. Due to the absence of a wider base of submissions, the AC had requested the secretariat to further advance the paper drawing on other resources. The LEG decided to consider conducting case studies of a few countries to evaluate and compare support provided with the effectiveness of adaptation outcomes as a way of informing the selection of appropriate methodologies.

52. AC 18 agreed to produce a revised version of the document for consideration at AC19 in line with the mandate, to include submissions received by AC19, and requested the AC Co-Chairs to convey the outcome of the AC 18 discussions to the LEG and invite the SCF to collaborate on the next steps.

53. *Action:* The AC will be invited consider the revised document contained in AC-LEG/INFO/2.

AC-LEG/INFO/2	Methodologies for reviewing the adequacy and effectiveness of adaptation and support
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6.f Information collection and preparation for the Global Stocktake

54. *This item will be taken up during the virtual meeting.*

55. *Background:* Information collection and preparation is the first component of the global stocktake, followed by a technical assessment and the subsequent consideration of outputs.¹³

56. 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

¹⁰ Decision 11/CMA.1, para. 13.

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

¹² As of 11 February 2021: Two from Parties, one from a bilateral agency and one from another organization.

¹³ Decision 19/CMA.1.

Agreement and/or the Convention to prepare, with the assistance of the secretariat, synthesis reports in their areas of expertise for the technical assessment.

57. 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”.¹⁴

58. At AC 17, the AC considered a background note on the various reports mandated to be prepared by the constituted bodies and forums and other institutional arrangements, with the assistance of the secretariat, and by the secretariat, under the guidance of the co-facilitators.¹⁵ It also requested its co-chairs to liaise with the LEG, the ExCom, LCIPP, SCF, TEC, PCCB, CGE and KCI to gather information on what reports other bodies are planning to produce in response to the mandate. These bodies were invited to join the conversation at AC 18.

59. Also, at AC 18, the AC considered an annotated outline of the synthesis report and agreed to prepare, for consideration at AC 19, a document comprising the full background of the mandate and a revised proposed outline for the synthesis report. It requested its Co-Chairs to continue the conversation with other constituted bodies.

60. *Action:* The AC will be invited to consider information on progress made in liaising with other bodies, and the annotated outline of the AC’s synthesis report with a view to preparing a first draft by AC 20 and finalizing the report by February 2022.

AC19/BCKINFO/6F	Synthesis report on the information identified in paragraph 36 of decision 19/CMA.1: Background and annotated outline
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7. Technical support and guidance to the Parties on adaptation action

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

61. *This item will be taken up during the virtual meeting.*

62. *Background:* The AC, at its 15th meeting, endorsed the workplan of the NAP Taskforce for the years 2019 to 2021 and provided further guidance for refining it.¹⁶

63. The AC and its NAP Taskforce also took into account the request from the COP to the AC, “through its NAP Task Force and within its existing mandate and workplan, to consider gaps and needs that have been identified through relevant work of the LEG and the AC and how to address them and include relevant information thereon in its annual report for 2019”.¹⁷ COP 25¹⁸ requested the AC, through its NAP TF, and the LEG to continue to include in their reports such information on the gaps and needs and invited constituted bodies and other organizations to provide information to the AC and the LEG on activities undertaken to address gaps and needs related to the NAP process. The AC and the LEG have worked on this request in a coordinated manner throughout 2019 and 2020 and an online compilation of gaps and needs is available on the UNFCCC website.¹⁹

64. Document AC19/INFO/7A contains an update on the work of the NAP taskforce, as well as possible next steps to increase collaboration with other bodies and organizations through the NAP taskforce and thus enhance its effectiveness.

65. *Action:* The AC will be invited to consider document AC19/INFO/7A and agree on next steps.

AC19/INFO/7A	Work of the Adaptation Committee Task Force on National Adaptation Plans (NAP Taskforce)
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¹⁴ Decision 19/CMA.1, para. 36 (c)

¹⁵ See AC document [AC/2020/7](#).

¹⁶ The workplan is available on the NAP Taskforce’s [webpage](#).

¹⁷ Decision 8/CP.24, para. 18.

¹⁸ Decision 7/CP.25, paras 2-4.

¹⁹ Available at <https://unfccc.int/node/210550>.

7.b Monitoring and evaluation systems at the national and subnational level

66. *This item will be taken up during the virtual meeting.*

67. **Background:** One of the objectives of the AC's 2019-2021 workplan is to share experience and lessons learned from developing and implementing monitoring and evaluation (M&E) systems. Activities to support this objective include organizing an event for sharing existing knowledge on, and tools for, M&E. This will be followed by the preparation of a technical paper featuring case studies on the development and application of M&E systems at various levels.

68. At its 15th meeting the AC agreed that the key themes for the event will be communicating M&E results; sharing existing knowledge and tools on measuring progress of adaptation actions, also addressing data. The event was scheduled to take place during the Adaptation Futures 2020 conference in New Delhi, India, which has been postponed to 2021.

69. Document AC19/INFO/7B recalls the preparations undertaken for the event so far, as well as possible next steps regarding the development of the technical paper.

70. **Action:** The AC will be invited to consider the information contained in document AC19/INFO/7B and agree on next steps.

AC19/INFO/7B	Monitoring and evaluation systems at the national and subnational level
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8. Technical support and guidance to the Parties on means of implementation

8.a Capacity gaps in accessing adaptation funding

71. *This item will be taken up during the virtual meeting.*

72. **Background:** The AC invited Parties and non-Party stakeholders to submit, by 15 July 2019, information on their capacity gaps in accessing adaptation funding, including their experience, success and remaining challenges.²⁰ These submissions were synthesized into an information document that was considered at AC 16. Several submissions were received after AC 16 and the updated synthesis paper was considered again at AC 17 and AC 18.

73. At AC 16 the AC agreed to consult with the LEG, PCCB and SCF on follow-up activities with a focus on sustained long-term in-country capacity building in accessing adaptation funding. It also noted that the workplan of the Facilitative Working Group (FWG) of the Local Communities and Indigenous Peoples Platform includes a focus on capacity-building and the FWG offered to collaborate on this item.

74. The revised information note contained in AC19/INFO/8A includes possible next steps.

75. **Action:** The AC will be invited to finalize the document and agree on next steps.

AC19/INFO/8A	Capacity gaps in accessing adaptation funding. Revised information note
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8.b Technologies for adaptation

76. *This item will be taken up during the virtual meeting.*

77. **Background:** In its workplan the AC agreed to prepare, in 2021, a technical paper on the application of technologies for an adaptation priority topic, with the exact topic to be determined in 2020.

78. At AC18 the AC considered a background note²¹ containing a summary review of relevant technical information, including from the Technology Executive Committee and the Climate Technology Centre and Network, to support the AC in determining a topic for its technical paper. The AC agreed on a topic for the report that was refined in the inter-sessional period: "*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*".

²⁰ The call is available [here](#).

²¹ See AC document [AC18/BCKINFO/8B](#).

79. The AC requested the secretariat, under the guidance of the issue leads, to prepare a first draft for consideration by AC19. The draft, containing an annotated outline is presented in document AC19/CN/8B.

80. *Action:* The AC will be invited to consider the information contained in document AC19/CN/8B, to agree on the objective, scope and annotated outline and to request the secretariat to seek inputs and feedback from the NAP TF when preparing a first draft of the technical paper for consideration at AC 20.

AC19/CN/8B	Objective, scope and outline of the technical paper on technologies for adaptation. Concept note
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8.c Navigating the landscape of support for the process to formulate and implement NAPs

81. *This item will be taken up during the virtual meeting.*

82. *Background:* Under workstream B “Providing technical support and guidance to Parties on means of implementation” of its 2019 – 2021 workplan the AC agreed to produce, in 2021, an update of its 2015 thematic report “*Navigating the landscape of support for the process to formulate and implement national adaptation plans*” through its NAP TF as well as with the support of the secretariat.²² The 2015 report provides an overview of financial, technological and capacity-building support as well as support in the form of guidance, information and knowledge available from multilateral and bilateral sources,

83. Document AC19/CN/8C contains a concept note presenting a possible approach for updating the 2015 report and for making it more user-friendly.

84. *Action:* The AC will be invited to consider document AC19/CN/8C and provide guidance to the NAP taskforce, with the support of the secretariat, for updating the report.

AC19/CN/8C	Concept note: Update of the 2015 thematic report “ <i>Navigating the landscape of support for the process to formulate and implement national adaptation plans</i> ”
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9. Awareness-raising, outreach and sharing of information

85. *This item will be discussed on the AC’s virtual workspace*

86. The secretariat will present a written update on planned and published outreach products of the AC in 2021, on other outreach activities, and on a possible approach to evaluate the AC’s communication plan and media strategy, scheduled to take place in 2021.

87. *Action:* The AC will be invited to take note of the information contained in the written update and provide further guidance as needed.

AC19/INFO/9	Awareness-raising, outreach and sharing of information. Information update
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10. Flexible workplan of the Adaptation Committee for 2022-2024

88. *This item will be taken up during the virtual meeting*

89. *Background:* At its 14th meeting, the AC agreed its third workplan, covering the period 2019-2021, which was subsequently welcomed by the COP.²³ 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.

90. *Action:* The AC will be invited to consider elements to be included in its third flexible workplan, to cover the years 2022-2024, along with possible next steps. It may wish to include in its initial consideration elements aiming at further progressing work on the AC’s existing workstreams, compiled in document AC19/INFO/10.

²² See <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/adaptation-committee-ac/publications-bulletin-adaptation-committee> for all publications of the AC.

²³ See decision 9/CP.24, para.1.

AC19/INFO/10

Initiating considerations on the flexible workplan of the Adaptation Committee for 2022-2024

11. Organization of inter-sessional work

91. *This item will be taken up during the virtual meeting.*

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

12. Dates for future meetings

93. *This item will be taken up during the virtual meeting*

94. Action: The AC will be invited to agree on the tentative date for AC 20. The suggested date is Tuesday 7 to Friday 10 September 2021.

13. Any other matters

95. *This item will be taken up during the virtual meeting*

96. Action: The AC will be invited to approve its revised terms of references as agreed in a virtual meeting with interested AC members and representatives of the secretariat's legal division, held on 14 December 2020. During the meeting, AC members agreed to include the following paragraph in the AC's rules of procedure. This will replace any previously discussed text on this matter:

IV. Conflict of interest

Committee members must promptly disclose, and recuse themselves from, any deliberations or decision-making where their personal or financial interests may be affected, in order to avoid a conflict of interest or the appearance of one.

97. Any other matters arising during the meeting will be taken up under this item.

14. Closure of the meeting