

The Adaptation Fund

AFB/B.1/5
February 29, 2008

Adaptation Fund Board
First meeting
Bonn, March 26-28, 2008

Agenda Item 6

ROLE AND RESPONSIBILITIES OF THE ADAPTATION FUND SECRETARIAT

1. The Adaptation Fund Secretariat shall assist and report to the Adaptation Fund Board. Decision 1/CMP.3 invited the GEF Secretariat to provide secretariat services to the Adaptation Fund Board on an interim basis. A dedicated team of officials shall be identified to render services to the Fund in a functionally independent and effective manner, and the Head of the GEF Secretariat is responsible for delivery of services to the Board.

2. The Adaptation Fund Secretariat shall:

- (a) Manage the daily operations of the Fund and report to the Adaptation Fund Board; the Head of the Secretariat shall be accountable to the Adaptation Fund Board;
- (b) Assist the Board in developing strategies, policies, and guidelines for the Fund, and ensure timely implementation of the decisions of the Board;
- (c) Serve as liaison between the Board and Parties and implementing and executing entities, as necessary for the day-to-day functioning of the Fund;
- (d) Make proper arrangements for the meetings of the Board, including issuance of invitations and preparation of documents and reports of meetings;
- (e) Develop the business plan and annual administrative budget for the Fund;
- (f) Ensure the implementation of operational policies adopted by the Board through the development of a project cycle, with guidelines addressing eligibility criteria, project identification, development, and implementation;
- (g) Operationalize the project cycle, including review and clearance of qualified project proposals to be presented for Board approval, and monitoring implementation progress and periodic reporting to the Board on portfolio performance;
- (h) Coordinate the formulation and oversee the implementation of program activities, ensuring liaison with other bodies as required;
- (i) Coordinate with the secretariats of other relevant international bodies;
- (j) Report to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, as directed by the Board;
- (k) Provide the Trustee with all relevant information to enable it to carry out its responsibilities; and
- (l) Perform any other functions assigned to it by the Board.