



ADAPTATION FUND

AFB/B.13/3  
February 25, 2011

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Adaptation Fund Board  
Thirteenth Meeting  
Bonn, Germany, March 17-18

Agenda item 5.

## **REPORT ON ACTIVITIES OF THE SECRETARIAT**

## I. Background

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat during the period of December, 2010 – March, 2011, between the twelfth and the thirteenth meetings of the Board.

## II. Finalization and posting of the report of the twelfth Board meeting

2. Following the twelfth meeting of the Adaptation Fund Board held in Cancun, Mexico on December 13-15, 2010, the secretariat supported the outgoing Chair in finalizing the report of the meeting, summarizing its discussions and decisions. As agreed by the Board, the report was completed and circulated to Board members and alternates for comments and approval. The Board agreed to the report, and it has been posted on the website of the Adaptation Fund as document AFB/B.12/6.

## III. Preparations for the thirteenth Board meeting

### *Meeting Arrangements*

3. The secretariat issued letters of invitation to the Board members and alternates, and facilitated visa arrangements with the assistance of the Government of Germany.

### *Meeting documents*

4. The secretariat, working closely with the outgoing Chair and the trustee, prepared the documents for the thirteenth Board meeting and for the forth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

5. Since the consideration of the relevant agenda items was deferred until the present meeting, the documents AFB/EFC.4/8, Initial funding priorities (now under the EFC agenda), and AFB/B.13/Inf.6, Vulnerability. Excerpts from IPCC Working Group 2 contributions to the 4th Assessment report of IPCC, have been reissued.

6. The documents for the PPRC meeting comprise document AFB/PPRC.4/3, Report by the Secretariat on initial screening/technical review of the project and programme proposals, which outlines the screening/technical review process undertaken by the secretariat. Further, 5 project documents with their corresponding technical reviews have been prepared:

AFB/PPRC.4/4 Proposal for Uruguay  
AFB/PPRC.4/5 Proposal for Ecuador;  
AFB/PPRC.4/6 Proposal for Eritrea;  
AFB/PPRC.4/7 Proposal for Solomon Islands; and  
AFB/PPRC.4/8 Proposal for Tanzania.

In addition, document AFB/PPRC.4/9, Report by secretariat on issues identified during the technical review process draws the attention of the PPRC to some issues identified during the review process that the PPRC may want to consider.

7. Among the documents related to the EFC meeting, the documents AFB/EFC.4/3, Project level results framework and baseline guidance document, and AFB/EFC.4/4, Project performance report guidance document to project performance report templates,

are revised versions of document AFB/EFC.3/3 and AFB/EFC.3/4, which incorporate guidance received from the Board. Documents AFB/EFC.4/5, Evaluation Framework, and AFB/EFC.4.6, Draft guidelines for project/programmes final evaluations, have been prepared by the GEF Evaluation Office at the request of the secretariat following decision B.10/13 paragraph (c). Document AFB/EFC.4/7, Desk study on execution costs, responds to decision B.12/7 paragraph (a) that requested a study on how other funding sources had considered the issue. Document AFB/EFC.4/8, Review of the operational policies and guidelines and related templates, responds to decision B.12/30 paragraph (a) where the Board requested the secretariat to present a preliminary draft of the revised operational policies and guidelines. Finally, document AFB/EFC.4/12, Note on private donations, has been prepared by the trustee in response to decision B.12/33 paragraph (b).

8. Other documents prepared for consideration by the EFC at its fourth meeting include:

AFB/EFC.4/10, Status of resources of the Adaptation Fund Trust Fund, prepared by the trustee

AFB/EFC.4/11 Adaptation Fund Board and secretariat, and trustee administrative budgets update;

9. Documents for the twelfth meeting also include the usual information documents such as Board Members and Alternates; Background of the Adaptation Fund; the List of accredited observers; and the power-point Presentation on CER monetization by the trustee.

#### **IV. Legal capacity of the Board**

10. As already communicated by the secretariat, the German Act of Parliament that confers legal capacity to the Board entered into force on February 8, 2011, following its publication in the National Gazette.

#### **V. Implementation of decisions adopted by the Board at its twelfth meeting**

*Communication of Board decisions on accreditation and project proposals*

11. The secretariat issued letters to applicant implementing entities' coordinators informing them of the Board decisions on accreditation of implementing entities and project proposals submitted.

*Preparation of the standard legal agreements between the Board and UNDP for the projects approved by the Board*

12. As of the date of issuance of the present document, the secretariat was working with UNDP in the finalization of the agreements corresponding to the approved projects for Honduras, Nicaragua and Pakistan for signature.

#### **VI. Support to the Accreditation Panel**

18. The secretariat continued screening applications for accreditations from Parties and multilateral organizations and development banks. As of the date of issuance of the present document and after the last Board meeting, the secretariat received new requests

for accreditation from three national entities and one multilateral organization. Two new accreditation applications from national entities, including one received before the last Board meeting, and one from a multilateral organization were forwarded to the Panel for review. The secretariat requested applicants whose applications were not complete and were thus not forwarded to the Panel, to complete the information and supporting documentation. Since the inception of the accreditation process the secretariat has screened applications from 14 non-Annex I Parties, two from regional organizations and 10 from multilateral organizations and development banks. The Panel has so far reviewed twenty applications, eleven from non-Annex I Parties and nine from multilateral organizations and development banks. This information will be updated orally during the presentation of this report.

19. The secretariat worked closely with the Panel Chair and Vice-Chair and assisted the Panel in its discussions. The fifth Panel meeting was organized during the reporting period. The secretariat also assisted the Panel in finalizing its report.

20. Further, the Adaptation Associate of the secretariat participated in the field visit to an applicant NIE in order to assist the Accreditation Panel member (decision B.12/).

21. The consultant hired by the secretariat to develop communications material on accreditation in close collaboration with the Accreditation Panel members, finalized the work on the toolkit (decision B.11/13). The secretariat assisted in the process and circulated the toolkit among the Board members for comments and it is now available on the website.

## **VII. Screening/technical review of project/programme proposals**

22. The secretariat screened and prepared technical reviews of the 5 project proposals received during the reporting period. In performing this task, the dedicated team of officials of the secretariat was supported by GEF secretariat technical staff.

## **VIII. CMP approved workshops on NIE accreditation**

23. The secretariat is working closely with the UNFCCC secretariat and the Accreditation Panel in the organization of the workshops approved by CMP 6 decision.

## **IX. Database**

24. The consultant hired by the secretariat finalized the design of the independent Adaptation Fund project and programme database. The secretariat has already started using it to input the project/programme proposals received and will present the work done so far to the Board.

## **X. Staffing**

25. As per Board decision 12/4, the secretariat advertised an Operations Officer (Accreditation) position at level F, to support the work of the Accreditation Panel. The recruitment process is underway.

26. The recruitment process of the replacement for the Programme Assistant position has been finalized and the selected candidate is expected to join the secretariat's team by the end of March, 2011.