



ADAPTATION FUND

AFB/B.16/3  
December 7, 2011

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Adaptation Fund Board  
Sixteenth Meeting  
Durban, South Africa, December 13-14

Agenda item 4.

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

## Background

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat during the period of September - December, 2011, between the 15<sup>th</sup> and 16<sup>th</sup> meetings of the Board.

### Finalization and posting of the report of the 15<sup>th</sup> Board meeting

2. Following the 15<sup>th</sup> meeting held in Bonn, Germany on 14-16 September 2011, the secretariat supported the Chair in finalizing the report of the meeting, through both editorial revisions and summarizing its discussions. 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.15/8.

### Preparations for the 16<sup>th</sup> 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 South Africa.

4. The secretariat concluded its discussions with the Government of South Africa for the hosting of the present meeting. As of the date of the issuance of the present report, the secretariat was in discussion with the Ministry of Environment for making arrangements for the exchange of letters between the Board Chair and the Minister to afford the Board with privileges and immunities during its 16<sup>th</sup> meeting. The secretariat is grateful to the Government of South Africa for hosting and providing essential logistical support for the sixteenth meeting of the Board, the second the Board holds outside of Germany.

#### *Meeting documents*

5. The secretariat, working closely with the Board and Committees Chairs and Vice-Chairs, and the trustee, prepared the documents for the 16<sup>th</sup> Board meeting and for the 7<sup>th</sup> meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

6. The documents for the PPRC meeting comprise document AFB/PPRC.7/3, Lessons learned on the project review process, which responds to AFB decision B.15/10 to capture the secretariat's findings from the review of proposals thus far, in both quantitative and qualitative terms. Document AFB/PPRC.7/Inf.1, Compendium of Board decisions and PPRC, consolidates Board decisions relevant to the project/programme review process. Conclusions related to the project review cycle are contained in document AFB/PPRC.7/4, Report of the Secretariat on initial project and programme review, which outlines the screening/technical review process undertaken by the secretariat. Further, 11 project documents with their corresponding technical reviews have been prepared:

AFB/PPRC.7/5  
AFB/PPRC.7/6  
AFB/PPRC.7/7  
AFB/PPRC.7/8

Proposal for Uruguay  
Proposal for Cambodia  
Proposal for Cook Islands  
Proposal for Egypt

AFB/PPRC.7/9	Proposal for Georgia
AFB/PPRC.7/10	Proposal for Madagascar
AFB/PPRC.7/11	Proposal for Mauritania
AFB/PPRC.7/12	Proposal for Myanmar
AFB/PPRC.7/13	Proposal for Papua New Guinea
AFB/PPRC.7/14	Proposal for Samoa
AFB/PPRC.7/15	Proposal for Tanzania

7. Among the documents related to the EFC meeting, document AFB/EFC.7/3, Reports on project/programme implementation: CSE presents additional information requested as per decision B.15/24, following the submission of the first semi-annual report by the national implementing entity (NIE) of Senegal on the programme approved in September 2010. Document AFB/EFC.7/4 Annual Performance Report, includes a review of the performance of the Fund from the Adaptation Fund's first call for proposals at the 10th Board meeting in June 2010 through September 30, 2011. Document EFC/EFC.7/5, Investigative procedures to address misuse of funds, responding to decision B.15/23 paragraph (d), provides a survey of the investigative processes and procedures of other multilateral trust funds and provides recommendations for the Adaptation Fund.

8. Other documents prepared for consideration by the EFC at its 7<sup>th</sup> meeting include AFB/EFC.7/5, Financial status of the Adaptation Fund Trust Fund (as at 30 September, 2011), prepared by the trustee; and AFB/EFC.7/Inf.1, Reconciliation of the administrative budgets of the Board and secretariat, and trustee.

9. Documents for the 16<sup>th</sup> Board meeting include: Document AFB/B.16/5, Consideration of issues related to regional projects and programmes, which responds to decision B.15/28 paragraph (a) that requested the secretariat to revise the document presented at the last meeting.

10. Other documents for the 16<sup>th</sup> Board meeting include the usual secretariat and Accreditation Panel reports (AFB/B.16/3 and AFB/B.16/4) and 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.

### **Intersessional decisions approved by the Board**

11. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated three draft decision texts, among which two were approved by the Board during the intersessional period:

- Decision B.15-16/1: Amendment to the Board and secretariat budget for fiscal year 2012, on 8 November 2011;
- Decision B.15-16/2: "Climate change adaptation programme in water and agriculture in Anseba region, Eritrea" (UNDP): Extension for project start-up, on 22 November 2011;

12. The above mentioned decisions are available on the website under "intersessional decisions".

## **Membership of the Board**

13. There was no change in the membership of the Board during the reporting period.

## **Implementation of decisions adopted by the Board at its 15<sup>th</sup> meeting and during the ensuing intersessional period**

### *Communication of Board decisions on accreditation and project proposals*

14. 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 standard legal agreement between the Board and Implementing Entities*

15. The secretariat prepared the legal agreement on the approved project for Mauritius (UNDP). The agreement was signed by the implementing entity and the Board Chair.

### *Regional workshops on NIE accreditation mandated by CMP 6*

16. The secretariat assisted the Accreditation Panel and UNFCCC secretariat to conclude the preparations for the workshop that took place in Panama City, Panama on November 10-12, 2011. The secretariat's Operations Officer and Adaptation Associate made presentations during the workshop and assisted the Accreditation Panel experts in the preparation of their presentations. Further information, including lessons from the first two regional workshops for Africa and Latin America and Caribbean regions, will be presented in the report of the Accreditation Panel.

### *Website*

17. The secretariat has made ongoing efforts to improve the content and structure of the Adaptation Fund's website. The secretariat is working on creating an additional website to host the secure content of the accreditation panel as part of a workflow to manage applications, including functionality to submit applications online.

18. Interviews with members of civil society have been uploaded to the Fund's YouTube channel. A consultant was also hired to produce a video on the programme under implementation in Senegal that identifies the climate change threat and proposed activities. The video has been made available on the Fund's YouTube channel and on its website.

### *Performance reviews of the secretariat and trustee*

19. Mr. Tarek Rouchdy, the consultant selected by the Board to prepare the performance reviews of the secretariat and trustee, visited the premises of the secretariat and the trustee on 11-18 October 2011. He met with all the members of the dedicated team of officials of the secretariat, the GEF Evaluation Office Director; the GEF Team Leader on Operations and GEF staff that provides accounting cross-support to the secretariat. He completed his review on 4 November 2011, after which the secretariat forwarded the review to the Board and subsequently to UNFCCC secretariat for discussion at CMP7.

### *Private donations*

20. The secretariat and the trustee met with the UN Foundation to explore the possibility of partnering on the collection of private donations to be channeled to the Adaptation Fund. The UN Foundation Board should discuss the issue in order to make a decision on the partnership. The secretariat tried to contact the UN Foundation in order to get a response before the present meeting but no answer was provided as of the date of issuance of this document.

### *Contracts of the Accreditation Panel experts*

21. Following decision B.15/9, the contracts of the three Accreditation Panel experts have been renewed. No Accreditation Panel expert has been hired by the GEF for its own accreditation panel.

### *Operational Policies and Guidelines*

22. The revised Operational Policies and Guidelines and associated templates have been replaced on the Adaptation Fund's webpage. The revised handbook will be issued including the current Chair's introductory remarks.

### *Adaptation Fund Photo Contest 2011*

23. The secretariat supported the Chair of the Board in the organization of the Adaptation Fund 2011 Photo Contest. The secretariat prepared a flyer and made dissemination and outreach efforts, collected and organized the entries, and prepared a shortlist for the selection jury. The winners of the photo contest were announced at the AF's side event in Durban, South Africa during COP17/CMP7 and are also featured on the website.

### *Activities at COP17/CMP7*

24. The Adaptation Fund Board secretariat organized a side event on 30 November 2011 at the COP17 premises in Durban, South Africa. Five of the six accredited NIEs gave presentations on their experience with the accreditation process and project implementation (if applicable). The event was well attended and has been documented on the Adaptation Fund webpage.

25. The secretariat also had an exhibit booth at the Durban Exhibition Center (DEC) for the entire two weeks of the COP17/CMP7. Publications were displayed and materials (including USB drives, t-shirts, tote bags, and notepads) were distributed. A representative of the secretariat was also present each day to answer questions and interact with delegates.

### **Support to the Accreditation Panel**

26. The secretariat continued screening applications for accreditation from Parties and regional and multilateral organizations and development banks. As of the date of issuance of this document and after the last Board meeting, the secretariat received new requests for accreditation from 10 national entities and 1 multilateral organization. Seven new accreditation applications from national entities 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 received and screened 47 applications: 32 from non-Annex I Parties, 3 from regional organizations and 12 from multilateral organizations and development banks. The Panel has so far reviewed 36 applications: 22 from non-Annex I Parties, 2 from regional organizations and development banks, and 12 from multilateral organizations and development banks. This information will be updated during the presentation of this report.

Table 1: Status of accreditation applications submitted to the secretariat since inception of the accreditation process (January, 2010).

	<b>NIE</b>	<b>RIE</b>	<b>MIE</b>
Accredited	6	1	9
Not-accredited	3	0	0
Under review by Accreditation Panel	11	1	3
Screened by secretariat pending completion of accreditation application	12	1	0
Pending screening by secretariat	0	0	0
<b>Total Submitted: 35</b>	<b>32</b>	<b>3</b>	<b>12</b>

Table 2: NIE accreditation applications submitted per region

Africa	14
Latin America and Caribbean	10
Asia and Pacific	8

27. The secretariat worked closely with the Panel Chair and Vice-Chair and assisted the Panel in its discussions. The 8<sup>th</sup> Panel meeting was organized during the reporting period. The secretariat also assisted the Panel in finalizing its report.

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

28. The secretariat screened and prepared technical reviews of the 11 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.

### **Staffing**

29. The newly recruited the Operations Officer (Accreditation), Mr. Marcelo Jordan, joined the secretariat team on 26 September 2011.