

The Adaptation Fund

AFB/B.2/2
May 19, 2008

Adaptation Fund Board
Second Meeting
Bonn, June 16-19, 2008

Agenda Item 5

REPORT ON THE ACTIVITIES OF THE SECRETARIAT

1. This report lists the activities undertaken by the Adaptation Fund Secretariat during the period April 2008 – June 2008, between the First and Second meetings of the Adaptation Fund Board.

Preparation of the Draft Report of the First Meeting of the Adaptation Fund Board

2. Following the First Meeting of the Adaptation Fund Board held in Bonn on 26-28 March 2008, the Secretariat, in consultation with the Chair and Vice-Chair of the Adaptation Fund Board, prepared a draft report of the meeting, summarizing the discussions and the decisions of the meeting. The draft report was distributed by email to all Members of the Board requesting comments. Based on feedback received, a revised draft report, AFB/B.1/L.1, *Draft Report of the First Meeting of the Adaptation Fund Board*, has been prepared for review and approval by the Board at its Second Meeting.

Decision by the GEF Council

3. In response to Decision 1/CMP.3, the GEF Secretariat prepared a document to be approved by the GEF Council entitled “Relations with Conventions and other Institutions” which included, *inter alia*, the following recommended decision: “The Council also accepts the invitation of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol asking the GEF to provide Secretariat services to the Adaptation Fund on an interim basis, and directs the GEF CEO and Secretariat to make necessary arrangements to provide such services, consistent with Decision 1/CMP.3.” The GEF Council, at its meeting in April 2008, approved the above decision.

Preparations for the Second Meeting of the Adaptation Fund Board

4. The Secretariat issued letters of invitation to the Board Members and Alternates, as well as observers.

Documents

5. The Secretariat and the Trustee have prepared the documents for the Second Meeting of the Adaptation Fund Board (please refer to AFB/B.2/Inf.1, *Provisional List of Documents*). The Secretariat has received guidance from the Chair and the Vice-Chair of the Adaptation Fund Board in preparing these documents.

6. Several documents prepared for the Second Meeting are documents that were submitted to the First Meeting, but not discussed by the Board. Excepting document numbers the following documents are submitted unchanged:

- (a) AFB/B.2/6, *Draft Legal Arrangements for the Adaptation Fund Secretariat*;
- (b) AFB/B.2/8, *Draft Provisional Operational Policies and Guidelines*; and
- (c) AFB/B.2/13, *Draft Invitation to Implementing Entities to Cooperate with the Adaptation Fund Board*.

7. Six documents, that were discussed by the Board at its First Meeting but not approved, have been revised to reflect the discussion and submitted to the Second Meeting:

- (a) AFB/B.2/3, *Draft Role and Responsibilities of the Adaptation Fund Board Meetings*;
- (b) AFB/B.2/4, *Draft Rules of Procedure of the Adaptation Fund Board Meetings*;
- (c) AFB/B.2/5, *Draft 2008 Work Plan of the Adaptation Fund Board*
- (d) AFB/B.2/12, *Draft Roles and Responsibilities of the Implementing and Executing Entities*;
- (e) AFB/B.2/7, *Legal Status of the Adaptation Fund*; and
- (f) AFB/B.2/10, *Draft Role and Responsibilities of the Adaptation Fund Trustee*

8. Other documents prepared for consideration at the Second Meeting are:

- (a) AFB/B.2/9, *Draft Monetization of Certified Emission Reductions (CERs)*;
- (b) AFB/B.2/11, *Draft Legal Arrangements for the Adaptation Fund Trustee*; and
- (c) AFB/B.2/14, *Status of Adaptation Fund Resources*
- (d) AFB/B.2/15, *Note on Preparation of the Report of the Adaptation Fund Board to the Conference of the Parties Serving as the Meeting of the Parties to the Kyoto Protocol*.

Staffing

9. Job descriptions have been elaborated by the Secretariat for three positions, in accordance with the agreed budget of the Secretariat and will be advertised in relevant media.

Logistics

10. Based on the advice of the UNFCCC Secretariat that it no longer has the resources to assist the Secretariat in arrangements for holding the Board meetings in Bonn, the Adaptation Fund Secretariat has found other options for handling the arrangements.

11. In this regard, the Secretariat is grateful to the German Government for providing the conference facilities to hold the Second Meeting of the Adaptation Fund Board and for providing support to that meeting. The Secretariat also appreciates the essential logistical support provided by the UNCCD Secretariat.