



ADAPTATION FUND

AFB/B.21/3  
24 June 2013

---

Adaptation Fund Board  
Twenty-first Meeting  
Bonn, Germany, 3-4 July 2013

Agenda item 5

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

## Background

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat (the secretariat) during the period between the twentieth and twenty-first meetings of the Adaptation Fund Board (the Board).

## Finalization and posting of the report of the twentieth Board meeting

2. Following the twentieth meeting held in Bonn, Germany on 2-5 April, 2013, 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 approved the report and it was posted on the website of the Adaptation Fund (the Fund) as document AFB/B.20/7.

## Events and meetings

3. During the reporting period, the secretariat participated in, and presented at, the following events and meetings.

- (a) Seventh Conference on Community-based Adaptation (CBA7) (18-25 April, Dhaka, Bangladesh): Organized by the Bangladesh Centre for Advanced Studies, this conference brought together practitioners, governments, academics and civil society to discuss the mainstreaming of community-based adaptation in national and local development planning. The secretariat made a presentation on the inclusion of community priorities in the decision-making process of the Fund, as well as the potential for Direct Access to contribute to mainstreaming adaptation.
- (b) PROVIA workshop on research priorities for vulnerability, impacts and adaptation to climate change (12 April, London, UK): This event brought together academics and practitioners interested in contributing to filling research gaps on areas relating to vulnerability, impacts and adaptation to climate change. The secretariat participated in the panel discussion and gave feedback to the academic community present with regards to its information available for analysis and how the Fund's experiences were of relevance to ongoing research in adaptation.
- (c) Seminar on supporting climate change adaptation (Washington DC, 22 May): The seminar co-organized with the Government of Sweden was opened by the Swedish Ambassador to the United States and attended by more than 50 participants from local embassies, agencies and NGOs. The secretariat made a presentation on the current status of resources and projects under implementation, as well as contributing to discussions on key issues in adaptation finance, lessons learned to date, and future needs.
- (d) First Forum of the UNFCCC Standing Committee on Finance and tenth Anniversary Edition of Carbon Expo (29-31 May, Barcelona): The secretariat participated and provided support to Ms. Ana Fornells de Frutos, who represented the Board at these events.

- (e) ICLEI's Fourth Global Forum on Urban Resilience and Adaptation "Resilient Cities 2013 Congress" (31 May – 2 June, Bonn, Germany): The secretariat participated in a high-level panel on Financing Resilient Cities;
- (f) 38th sessions of the Subsidiary Body for Scientific and Technological Advice (3-14 June, Bonn, Germany). The secretariat organized a side-event that included a presentation by a representative of the South African Biodiversity Institute (SANBI), the South African NIE, the Accreditation Panel Vice-Chair and a representative of the NGO Germanwatch on behalf of the Adaptation Fund NGO network. The secretariat also organized a new session of the dialogue with donor countries that was attended by representatives of the following donors: Australia, Belgium, Finland, France, Germany, Japan, Norway, Poland, Spain, Sweden, United Kingdom, United States and Board members. The secretariat also participated in meetings of the G77 and China finance coordination, and the Central America Integration System (SICA) and answered questions on the status of the Fund. The secretariat was also invited to make a presentation at the second meeting of the Durban Forum on Capacity-building - DF2, on the experience of the Adaptation Fund in capacity building for adaptation. The secretariat also attended the side-event organized by Transparency International where they presented initial results of their assessment, including on the Adaptation Fund. Finally, a representative of the secretariat was invited as a person resource to the workshop titled "Towards Effective Monitoring and Reporting of Climate Projects and Programmes" which aimed at receiving feedback from the participants on the monitoring and reporting of Germany's International Climate Initiative (ICI) projects and programmes. The workshop was organized by the German Federal Environment Agency (UBA), on behalf of the Ministry for Environment, Nature Conservation and Nuclear Safety (BMU), with support from Germanwatch.
- (g) The Fourth Standing Committee on Finance Meeting (15-17 June, Bonn, Germany): The secretariat participated as observer in the meeting. Items on the agenda were the arrangements between the Green Climate Fund (GCF) and the Conference of the Parties to the United Nations Framework Convention on Climate Change; measuring, reporting and verification of climate finance flows; outcome of the SCF Forum in Barcelona; and code of conduct of the SCF, among others.

## **Preparations for the twenty-first Board meeting**

### *Meeting arrangements*

- 4. The secretariat issued letters of invitation to the Board members and alternates, and made travel arrangements for eligible Board members.

### *Meeting documents*

- 5. The secretariat, working closely with the Board and Committee Chairs and Vice-Chairs, and the trustee, prepared the documents for the twenty-first Board meeting and for the twelfth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).
- 6. Documents prepared for the PPRC meeting include AFB/PPRC.12/3: *Report of the secretariat on initial screening/technical review of project and programme proposals*, which outlines the screening/technical review process undertaken by the secretariat, as

well as the following seven project/programme documents with their corresponding technical reviews, and three Project Formulation Grant document:

AFB/PPRC.12/4	Proposal for Costa Rica (Fundecooperación)
AFB/PPRC.12/4/Add.1	Project Formulation Grant for Costa Rica (Fundecooperación)
AFB/PPRC.12/5	Proposal for South Africa (1) (SANBI)
AFB/PPRC.12/5/Add.1	Project Formulation Grant for South Africa (1) (SANBI)
AFB/PPRC.12/6	Proposal for South Africa (2) (SANBI)
AFB/PPRC.12/6/Add.1	Project Formulation Grant for South Africa (2) (SANBI)
AFB/PPRC.12/7	Proposal for Indonesia (WFP)
AFB/PPRC.12/8	Proposal for Benin (FNE)
AFB/PPRC.12/9	Proposal for Mali (UNDP)
AFB/PPRC.12/10	Proposal for Nepal (WFP)

The documents for the PPRC meeting also include AFB/PPRC.12/11: Consideration of Issues Related to Regional Projects/Programmes.

7. Documents prepared for the EFC meeting include AFB/EFC.12/3 Project delays policy; AFB/EFC.12/4 Options for an Overall Comprehensive Evaluation of the Adaptation Fund (prepared by the Adaptation Fund Evaluation Function); AFB/EFC.12/5 Open information policy; AFB/EFC.12/6 Implementation schedule for publishing IATI data; AFB/EFC.12/7 Results tracking; AFB/EFC.12/8 Adaptation Fund Trust Fund: Financial report prepared by the trustee (as at March 2013); and AFB/EFC.12/9 Amendments to the administrative budget of the Board and secretariat for the fiscal year 2014.

8. Three information documents prepared for the EFC meeting are: AFB/EFC.12/Inf.1 Joint report by the secretariat and the trustee on the status of the pipeline; AFB/EFC.12/Inf.2 Communication materials prepared by the secretariat; and AFB/EFC.12/Inf.3 Information on project/programme implementation submitted by UNDP.

9. Documents for the twenty-first Board meeting include the regular secretariat and Accreditation Panel reports (AFB/B.21/3 and AFB/B.21/4); as well as documents AFB/B.21/5 Report of the fundraising task force; AFB/B.21/6 Proposal of environmental and social policy; AFB/B.21/7 Report of the Board to CMP9.

10. Five information documents prepared for the Board meeting are: AFB/B.21/Inf.1 List of documents; AFB/B.21/Inf.2 Adaptation Fund Board members and alternates; AFB/B.21/Inf.3 List of observers; AFB/B.21/Inf.4 Trustee Presentation: Update on Status of Resources and CER monetization; and AFB/B.21/Inf.5 Agenda of the Civil Society Dialogue at the twenty-first AFB Meeting

### **Membership of the Board**

11. Following the election of the new Board members and alternates by the eighth Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP8), the term of several newly elected members and alternates will commence at the twenty-first AFB meeting.

12. The following includes a list of the changes in the membership of the Board:

- (a) Mr. Peceli Vocea (Fiji) has been reelected as the Member for the Small Island Developing States (SIDs) constituency.
- (b) Dr. Mohamed Shareef (Maldives) and Mr. Alamgir Mohammed Monsurul Alam (Bangladesh) have been nominated as Member and Alternate for Asia-Pacific constituency.
- (c) Ms. Celia Elizabeth Pigueron Wirz (Mexico) has resigned the Board member and Dr. Margarita Caso Chavez has been nominated to replace Ms. Pigueron Wirz for the Non-Annex I constituency.

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

13. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated a draft decision text, of which one was approved by the Board during the intersessional period.

- Decision B.20-21/1: Report on project/programme implementation: CSE, 23 May 2013

14. Pursuant to Decision B.20/22, the secretariat had sent a letter to Centre de Suivi Ecologique (CSE) in Senegal to request them to provide additional details to explain the need for the one-year extension of the programme they are currently implementing. In response, CSE has provided a letter of explanation, along with documentation laying out the reasons for the delay in implementation. The secretariat has reviewed all the documents provided by CSE, has finalized the review of the fourth Programme Performance Report submitted by CSE, and made a recommendation to the Board for approving the request for programme extension and the release of the last tranche of funding to CSE.

15. In relation to this issue and as requested by the Board (Decision B.20/10), the secretariat has developed a project/programme delay and extension request policy, which is submitted to the EFC at its twelfth meeting (document AFB/EFC.12/3).

### **Implementation of decisions adopted by the Board at its twentieth meeting and during the ensuing intersessional period**

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

16. The secretariat issued letters to applicant implementing entities' coordinators informing them of the Board decisions on accreditation of implementing entities and project proposals submitted. The secretariat also sent a letter, pursuant to Decision B.20/16, to the World Bank to confirm that its auditing procedures are acceptable as an independent audit.

#### *Investigative procedure*

17. As per Decision B.20/8, the World Bank legal counsel advising the secretariat will present a proposal to the EFC on general principles and guidelines for investigation, based on the *International Financial Institutions Principles and Guidelines for Investigation* contained in the *Uniform Framework for Preventing and Combating Fraud and Corruption* as part of the Adaptation Fund's Operational Policies and Guidelines.

*Amendments to the standard legal agreement between the Board and implementing entities*

18. In line with Decision B.20/9, the World Bank legal counsel advising the secretariat will present a proposal to the EFC addressing the comments made by the World Bank controller in his letter dated 9 April 2013.

*Analysis of project delays*

19. In line with Decision B.20/10, the secretariat prepared for the twelfth EFC meeting a procedure for how to deal with project/programme delays throughout the project/programme cycle for discussion.

*Implementation of the code of conduct*

20. In line with Decision B.20/11, the secretariat placed the revised code of conduct on the Adaptation Fund website.

*Financial status of the Adaptation Fund Trust Fund and CER monetization*

21. In line with Decision B.20/12, the secretariat requested the CDM Registry to confirm the accuracy of the allocation of CERs to the Fund since inception. The CDM Registry will present a report by July 2013.

*Work plan for the fiscal year 2014*

22. In line with Decision B.20/14, the Fund's evaluation function, at the request of the secretariat, prepared a document for the twelfth meeting of the EFC to inform the discussion of the overall evaluation of the Fund, covering options for the terms of reference, cost, and timing of an overall evaluation, as well as options for commissioning the evaluation.

*Letter by the Australian Agency of International Development to the Board Chair regarding the pledge made in 2010*

23. In line with Decision B.20/15, the secretariat communicated the Board decision to the Australian Agency of International Development (AusAID). The secretariat met with a representative of AusAID in the secretariat headquarters and informed the representative that several matters are being discussed by the Board that may imply modifications in its policies and procedures to be in line with the requirements of AusAID.

*Strategic discussion on objectives and further steps of the Fund*

24. In line with Decision B.20/17, the secretariat supported the fundraising task force in developing a fundraising and outreach strategy for the Board to discuss and provided to the Board project level results in a format accessible to a general audience and/or donors. The secretariat also participated in the Forum of the Standing Committee on Finance held in Barcelona on 28 May 2013.

*International Aid Transparency Initiative (IATI)*

25. In line with Decision B.20/18, the secretariat commenced the activities in order for the Fund to comply with the IATI standard and start publishing IATI-compatible data.

*Environmental and Social Safeguards*

26. In line with Decision B.20/21, document AFB/B.21/6 *Proposal of environmental and social policy*, was prepared by the Program on International and Comparative Environmental Law of American University, Washington College of Law, in consultation with the secretariat, and at no cost for the Fund. Thus secretariat wishes to thank the team that worked in the policy.

**Support to the Accreditation Panel**

27. The secretariat worked closely with the new Panel Chair and Vice-Chair and assisted the Panel in its discussions. The thirteenth Panel meeting was held on 20-21 May, 2013 in Washington, DC. The secretariat also assisted the Panel in finalizing its report, contained in document AFB/B.21/4.

28. As of the date of issuance of this document and after the last Board meeting, the secretariat received only one new request for accreditation from a national entity. The application was not complete in time for the Panel to review at its thirteenth meeting.

29. Since the inception of the accreditation process, the secretariat has received and screened 73 applications: 53 from non-Annex I Parties, seven from regional organizations and 13 from multilateral organizations and development banks. The Panel has so far reviewed 47 applications: 28 from non-Annex I Parties, six from regional organizations and development banks, and 13 from multilateral organizations and development banks.

Table 1: Status of accreditation applications submitted to the secretariat as of June 2013

	<b>NIE</b>	<b>RIE</b>	<b>MIE</b>
Accredited	15	1	10
Not accredited	5	1	0
Under review by Accreditation Panel	9	4	2
Screened by secretariat pending completion of accreditation application	1	0	0

(Table does not include unscreened, withdrawn, or closed applications)

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

30. The secretariat screened and prepared technical reviews of seven 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.

**Review of Project Performance Reports (PPRs)**

31. The secretariat has completed the review and cleared the first Project Performance Reports (PPRs) for the projects implemented in Pakistan (UNDP, inception date: 15 November 2011) and Ecuador (WFP, inception date: 29 November 2011) and, as mentioned above, the fourth mid-year PPR for the programme implemented in Senegal, and posted the PPRs on the website. The secretariat has also received the second PPR for the project implemented in Honduras (UNDP, inception date: 27 June 2011), and the first PPR for the project implemented in Turkmenistan (UNDP, inception date: 22 May 2012). These reports have been submitted before the deadline for submission, i.e. within 2 months after the end of the reporting year, and both reports are still under review.

**Staffing**

32. During the reporting period, the Short Term Temporary contact of Ms. Mame Arame Wade who joined the secretariat on 4 March, 2013 to execute database support was extended for two more months by the end of June 2013. As a result of a competitive recruitment process conducted in April 2013, Ms. Cathryn Poff, a new Short Term Consultant for communications and fundraising, joined the secretariat on 14 May 2013.