

# The Adaptation Fund

AFB/B.3/2  
August 27, 2008

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Adaptation Fund Board  
Third Meeting  
Bonn, September 15-18, 2008

Agenda Item 4

## REPORT ON THE ACTIVITIES OF THE SECRETARIAT

1. This report lists the activities undertaken by the Adaptation Fund Secretariat during the period June 2008 – September 2008, between the Second and Third Meetings of the Adaptation Fund Board.

### **Finalization and Posting of the Draft Reports of the First and Second Meetings of the Adaptation Fund Board**

2. Following the Second Meeting of the Adaptation Fund Board held in Bonn on 16-19 June 2008, the Secretariat supported the Chair, in consultation with the Vice-Chair of the Adaptation Fund Board, in finalizing the report of the First and Second Meetings, summarizing the discussions and the decisions of the meetings. The Secretariat then translated the reports into the official UN languages. The translated reports are posted on the AF website as AFB/B.1/13, *Report of the First Meeting of the Adaptation Fund Board* and AFB/B.2/16, *Report of the Second Meeting of the Adaptation Fund Board*.

### **Efforts to Secure Interim Financial Support for the Adaptation Fund**

3. In response to the insufficiency of resources available to the Adaptation Fund Board to support the activities in its approved work plan, the Head of the Secretariat circulated a letter to representatives of the donor Member countries of the GEF asking for contributions to support the process of setting up the Adaptation Fund. Jointly, the Head of the Secretariat and the AF Board Chair circulated a letter to representatives of the donor Parties of the UNFCCC asking for contributions to support the Adaptation Fund. Also, a letter was given to the current President of the UNFCCC Conference of the Parties, seeking his assistance in raising the funds necessary to support the Fund. The Secretariat gratefully acknowledges the generous contribution of 200,000 Swiss Francs by the government of Switzerland.

### **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.**

4. The Secretariat worked with the Chair of the Board to circulate to the Board Members and Alternates for their comments an outline for the Report of the Adaptation Fund Board to the Conference of the Parties Serving as the Meeting of the Parties to the Kyoto Protocol. This Report is to be transmitted to the UNFCCC Secretariat for translation in September in order to be included among the documents for the next CMP.

### **Preparations for the Third 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, in accordance with requests of the Board at its Second Meeting, circulated to the Board for comment the Draft Provisional Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund, requested comments for the drafting

of the Strategic Policies and Guidelines document, and the Chair's proposal for Establishing Board Committees. The Secretariat also sent notices reminding the Board of the need to submit comments on revised versions of the Draft Role and Responsibilities of the Adaptation Fund Trustee and the Draft Legal Arrangements between the Conference of the Parties Serving as the Meeting of the Parties to the Kyoto Protocol and the International Bank for Reconstruction and Development (World Bank) Regarding the Services to be Provided by the Trustee for the Adaptation Fund. (Please refer to Decisions AFB/B.2/3, AFB/B.2/11 and AFB/B.2/13, which can be found in AFB/B.2/16, *Report of the Second Meeting of the Adaptation Fund Board*.)

6. In response to direction from the Chair in fulfilling AF Board Decision AFB/B.2/12 (please refer to AFB/B.2/16, *Report of the Second Meeting of the Adaptation Fund Board*), the Secretariat requested a background document on short-term monetization from the invited Trustee, circulated the document to the members of the Monetization Committee and organized the Committee's first meeting by teleconference.

7. The Secretariat and the Trustee, working closely with the Chair, prepared the documents for the Third Meeting of the Adaptation Fund Board (please refer to AFB/B.3/Inf.1, *Provisional List of Documents*).

8. Four documents, that were discussed by the Board at its Second Meeting but not approved, were revised to reflect the discussion and submitted to the Third Meeting:

- (i) AFB/B.3/3, *Draft Role and Responsibilities of the Adaptation Fund Trustee*;
- (ii) AFB/B.3/4, *Draft Legal Arrangements between the Conference of the Parties Serving as the Meeting of the Parties to the Kyoto Protocol and the International Bank for Reconstruction and Development (World Bank) Regarding the Services to be Provided by the Trustee for the Adaptation Fund*;
- (iii) AFB/B.3/5, *Draft Rules of Procedure of the Adaptation Fund Board*;
- (iv) AFB/B.3/8, *Draft Provisional Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund*;

One document, AFB/B.3/7, *Paragraph 22 of Document AFB/B.2/3/Rev.3, Role and Responsibilities of the Adaptation Fund Board*, is essentially a reprint of one paragraph of a document from the Second Board Meeting. Document AFB/B.2/3/Rev.3, *Role and Responsibilities of the Adaptation Fund Board*, was adopted at the Second Board Meeting, with paragraph 22 in square brackets on the understanding that paragraph 22 would be addressed at the Board's next meeting.

9. Other documents prepared by the Secretariat or the invited Trustee for consideration at the Third Meeting are:

- (i) AFB/B.3/6, *Legal Issues Pertaining to the Operationalization of the Adaptation Fund* (prepared by the AF Secretariat, the invited Trustee and the Secretariat to the UNFCCC);
- (ii) AFB/B.3/9, *Draft Strategic Priorities, Policies and Guidelines of the Adaptation Fund*;
- (iii) AFB/B.3/10, *Status of Adaptation Fund Resources*, and
- (iv) AFB/B.3/11, *Revised Budgets of the Adaptation Fund Board and Secretariat*.

*Staffing*

10. The Secretariat has interviewed candidates for the Senior Adaptation Officer position.

*Logistics*

11. The Secretariat is grateful to the UNCCD Secretariat for hosting and providing essential logistical support to the Third Meeting of the Board.