

The Adaptation Fund

AFB/B.4/2
Draft, December 2, 2008

Adaptation Fund Board
Fourth Meeting
Bonn, December 15-17, 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 October 2008 – December 2008, between the Third and Fourth Meetings of the Adaptation Fund Board.

FINALIZATION AND POSTING OF THE REPORT OF THE THIRD MEETING OF THE ADAPTATION FUND BOARD

2. Following the Third Meeting of the Adaptation Fund Board held in Bonn on 15-18 September 2008, the Secretariat supported the Chair in finalizing the report of the Third Meeting, summarizing the discussions and the decisions of the meetings. The report is posted on the website of the Adaptation Fund as AFB/B.3/1/L.1.

FINALIZATION AND TRANSMISSION OF THE REPORT OF THE ADAPTATION FUND BOARD TO THE FOURTH CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE KYOTO PROTOCOL

3. The Secretariat supported the Chair in finalizing the report of the Adaptation Fund Board to the Fourth Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, scheduled to be held in Poznan, Poland, in December 2008. The report has been forwarded to the UNFCCC Secretariat for translation and posting.

4. The report covers the period from March to September 2008 and provides information on progress made with respect to the Adaptation Fund, in particular on the implementation of tasks outlined in the workplan of the Adaptation Fund Board, and recommends actions to be taken by the CMP, as appropriate. Among other things, this report contains draft documents prepared for the approval of the CMP in accordance with CMP decision 1/CMP.3, as well as documents, decisions and actions taken by the Adaptation Fund Board to be noted by the CMP.

EFFORTS TO SECURE INTERIM FINANCIAL SUPPORT FOR THE ADAPTATION FUND

5. In response to the insufficiency of resources available to the Adaptation Fund Board to support the fourth Board meeting, the Head of the Secretariat facilitated a decision by the Least Developed Countries Fund (LDCF) and Special Climate Change Fund (SCCF) Councils on October 21, 2008, authorizing the CEO of the GEF Secretariat to draw upon unallocated resources from the LDCF/SCCF, not exceeding the amount of donors' pledges, to pay for Adaptation Fund expenditures, as necessary, with the understanding that such amounts will be reimbursed, without interest, upon receipt of cash payments from the donor to the Trust Fund for the Secretariat of the Adaptation Fund.

6. In accordance with the decision of the LDCF and SCCF Councils, the CEO of the GEF Secretariat authorized the allocation of US\$700,000 from the LDCF Trust Fund to the Trust Fund for the Secretariat of the Adaptation Fund.

7. The Secretariat then, in accordance with request of the Board at its Third Meeting, worked with the ad-hoc committee consisting of the Chair, Mr. Yvan Biot (United Kingdom of Great Britain and Northern Ireland, Annex I Parties) and Mr. Enele Sopoaga (Tuvalu, Small

Island Developing States) to seek intersessional approval of a revised budget, containing costs for a fourth meeting of the Board.

PREPARATIONS FOR THE FOURTH MEETING OF THE ADAPTATION FUND BOARD

Invitations

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

Documents

9. The Secretariat and the Trustee, working closely with the Chair, prepared the documents for the Fourth Meeting of the Adaptation Fund Board. The document, AFB/B.4/ , *Establishing Board Committees*, was prepared by the Chair for the Third Meeting and resubmitted to the Fourth Meeting. (Please refer to AFB/B.4/Inf.1, *Provisional List of Documents*.)

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

- (i) AFB/B.4/, *Draft Role and Responsibilities of the Adaptation Fund Trustee*;
- (ii) AFB/B.4/, *Draft Provisional Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund*;

11. Document AFB/B.4/, *Draft Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund* has been edited to eliminate redundancies in the text, and expanded to provide more details regarding the proposed project cycle.

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

- (i) AFB/B.4/, *Operationalization of Access to the Fund* (prepared by the AF Secretariat, the invited Trustee and the Secretariat to the UNFCCC);
- (ii) AFB/B.4/, *CER Monetization Program Guidelines*; and
- (iii) AFB/B.4/, *Work Plan for the Board and Budgets for the Board and Secretariat for Calendar Year 2009*.
- (iv) AFB/B.4/, *Budget for the Trustee for Calendar Year 2009*.

Staffing

13. The Secretariat has made an offer to a candidate for the Senior Adaptation Officer position, and is in the process of finalizing the recruitment process.

Logistics

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