

# The Adaptation Fund

AFB/B.6/6  
May 6, 2009

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Adaptation Fund Board  
Sixth Meeting  
Bonn, June 15–17, 2009

Agenda Item 7 c)

## ADAPTATION FUND BOARD COMMITTEES

1. Decision 1/CMP.3, paragraph 5.g) states that one of the functions of the Adaptation Fund Board (the Board) is *to establish committees, panels and working groups, if required, to provide, inter alia, expert advice, to assist the Adaptation Fund Board in the performance of its functions.*

2. In accordance with the mandate above, the former Chairperson of the Board, Mr. Richard Muyungi, elaborated a proposal to establish Board committees, comprising terms of references for each committee and General Guidelines for Committees. The proposal was presented to the third Board meeting as document AFB/B.3/12 and was reconsidered at its fourth and fifth meeting as document AFB/B.4/5 and AFB/B.5/5, respectively.

3. At its fifth meeting, the Board decided to

- (a) *Create an Ethics and Finance Committee and a Project and Programme Review Committee at its sixth Meeting;*
- (b) *Request the Secretariat to revise the terms of reference of the Ethics and Finance and Project and Programme Review Committees, as well as the general terms of reference for Board committees; and*
- (c) *Request the Secretariat to present the revised terms of reference of the above committees to the Board at its sixth Meeting.*

4. In accordance with the decision above and taking into account the comments made by Board members and alternates during the discussion of the issue at the meetings, the secretariat presents a revised proposal to the Board.

Recommendation:

5. The Board may therefore wish to consider

- (a) Draft Terms of Reference of the Ethics and Finance Committee
- (b) Draft Terms of Reference of the Project and Programme Review Committee
- (c) Draft General Guidelines for Board Committees

## **Ethics and Finance Committee**

### **Draft Terms of Reference**

1. The Ethics and Finance Committee (EFC) shall be responsible for providing advice to the Board on issues of conflict of interest, ethics, finance and audit.
2. In this regard, the EFC shall:
  - a) Develop, for approval by the Board, a draft Code of Conduct for the implementation of section VII of the Rules of Procedure in order to protect Board members and alternates from conflict of interest in their participation, identifying cases of conflict of interest and the related procedures;
  - b) Oversee the implementation of the Code of Conduct and address differences in its interpretation;
  - c) Review and provide advice on the budget for the operating expenses of the Board, secretariat and trustee;
  - d) Advise the Board on overall resource mobilization policy and approach, including recommendations from the trustee with respect to monetization of CERs and receipt of contributions from other sources;
  - e) Review the financial statements of the Fund;
  - f) Review the overall performance of the Fund making use of both internal and external evaluations and reports from other sources as appropriate;
  - g) Report and make recommendations to the Board on the issues above and on any other matter under its consideration; and
  - h) Consider any other matter the Board deems appropriate.
3. The EFC shall consist of [16] Board members/alternates.
4. The EFC, in consultation with the Board Chair, may require assistance and/or advice from experts in the performance of its functions;
5. When the matter under discussion so requires, the trustee will attend the meetings of the EFC.

## **Project and Programme Review Committee**

### **Draft Terms of Reference**

1. The Project and Programme Review Committee (PPRC) shall be responsible for assisting the Board in tasks related to project/programme review in accordance with the *Provisional Operational Policies and Guidelines for Parties to access resources of the Adaptation Fund* (the Operational Policies and Guidelines), and for providing recommendations and advice to the Board thereon.
2. In this regard, the PPRC shall:
  - a) Consider and review projects and programmes submitted to the Board by eligible Parties in accordance with the Operational Policies and Guidelines;
  - b) Address issues arising from projects and programmes submitted to the Board, including outstanding policy issues;
  - c) Review the project and programme reports submitted by National Implementing Entities (NIEs) and Multilateral Implementing Entities (MIEs) in accordance with paragraph 46 of the Operational Policies and Guidelines, with the support of the Secretariat;
  - d) Report and make recommendations to the Board on project and programme approval, cancellation, termination, suspension and on any other matter under its consideration; and
  - e) Consider any other matter the Board deems appropriate.
3. The PPRC shall consist of [16] Board members/alternates.
4. Representatives from NIEs and MIEs may be invited by the Chair of the PPRC to attend the meetings in order to explain details of the projects and programmes before the PPRC and provide information to assist in the deliberations.
5. The PPRC, in consultation with the Board Chair, may require assistance and/or advice from experts in the performance of its functions;

## **Draft General Guidelines for Committees**

### **I. Membership**

1. The Committees shall consist of Board members and alternates.
2. The members of the Committees shall serve for a term of 1 year and shall be eligible to serve a maximum of two consecutive terms. Rotation of members will be made so as to ensure continuity.
3. If a member is not able to carry out her or his functions, or ceases to be a member, a new member shall be appointed by the Board for the remainder of the term.

### **II. Chairmanship**

4. The Chair and Vice-Chair of the Board, in consultation with the Board, will nominate a Chair and a Vice-Chair for each Committee.
5. The Board shall elect the Chair and Vice-Chair of each Committee, with one being a member from an Annex I Party and the other being from a non-Annex I Party. The position of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party.
6. If the Chair or Vice-Chair is not able to carry out her or his functions, or ceases to be a member, a new Chair or Vice-Chair shall be appointed by the Board for the remainder of the term.

### **III. Accountability**

7. The decisions and work plan of the Board shall clearly state which Committee bears primary responsibility on each matter.
8. The Committees shall forward any issues related to their mandate to the Board for discussion and decision-making.

### **IV. Operating procedures**

9. The Committees shall be bound by their terms of reference as adopted by the Board, and these General Guidelines. The Board will revise the terms of reference and these General Guidelines as necessary, following the recommendations by the Committees.
10. The *Rules of Procedure of the Adaptation Fund Board* (the Rules of Procedure) shall apply *mutatis mutandi* to the meetings of the Committees.

11. The Committees shall convene their meetings as decided by the Board, and shall meet simultaneously, during part of the time allocated for each meeting of the Board.
12. The Committee meetings will be closed, unless otherwise decided by the Board.
13. The working language of the Committees shall be English.
14. The Secretariat will establish a secure link for each Committee on the Fund website to facilitate the above consultations and to provide Board members with access to the working documents of the Committees.
15. The Chairs of the Committees shall endeavor to reach consensus regarding proposed recommendations to the Board. In circumstances where a Committee cannot reach consensus, it shall forward the different views of the members to the Board.
16. The recommendations of the Committees shall be made publicly available, unless otherwise decided by the Board..
17. The Committees shall report annually to the Board on their performance, including meeting attendance and effectiveness.

## **V. Experts**

18. The Committees, in consultation with the Board Chair, may require assistance and/or advice from experts in the performance of their functions;
19. The Board shall approve terms of reference for the experts, including a mechanism for reporting to the Committee and the criteria for selection.
20. The secretariat will prepare a roster of experts with demonstrated and recognized capacity in their field of work on the basis of submissions and taking into account the terms of reference for experts as approved by the Board. The Committee Chair and Vice-Chair will choose experts from the roster mentioned above.
21. The experts will be subject to the Code of Conduct as approved by the Board and related decisions and policies;
22. The experts who are providing advice to the Committee on a particular issue will be allowed to attend the discussion of the relevant agenda item at Board meetings, unless otherwise decided by the relevant Committee.

## **VI. Role of the secretariat**

23. The secretariat shall coordinate and support the work of the Committees;

24. The Secretariat shall appoint one qualified officer as the secretariat focal point for each Committee.
25. The secretariat's Committee focal point will provide secretarial assistance and support to the work of the Committee, attend its meetings, and assist the Chair and the Vice-Chair in order to prepare, facilitate and coordinate its work and meetings. The focal points will be subject to the guidance of the Chairs and Vice-Chairs, and will be responsive to the tasks assigned to them by the Committee.