



ADAPTATION FUND

AFB/B.10/3  
June 8, 2010

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Adaptation Fund Board  
Tenth Meeting  
Bonn, June 15-16, 2010

Agenda item 4.

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

## I. BACKGROUND

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat during the period of March to June, 2010, between the ninth and the tenth meetings of the Board.

## II. FINALIZATION AND POSTING OF THE REPORT OF THE NINTH BOARD MEETING

2. Following the ninth meeting of the Adaptation Fund Board, held in Bonn on March 23-25, 2010, the secretariat supported the Chair in finalizing the report of the meeting, summarizing its discussions and decisions. As agreed by the Board, the report was completed and circulated to Board members and alternates for comments and approval. The Board agreed to the report, and it has been posted on the website of the Adaptation Fund as document AFB/B.9/12 on April 21, 2010.

## III. PREPARATIONS FOR THE TENTH BOARD MEETING

### *Invitations and Visa Arrangements*

3. The secretariat issued letters of invitation to the Board members and alternates, and facilitated visa arrangements.

### *Meeting documents*

4. The secretariat, working closely with the Chair and the trustee, prepared the documents for the tenth Board meeting, and for the first meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

5. Since the discussion on the relevant agenda item did not conclude, the document AFB/B.9/5, *Initial funding priorities* has been reissued for the present meeting as document AFB/B.10/5. The document AFB/B.10/6, *Work programme to promote the accreditation process of NIEs*, has been prepared by the secretariat at the request of the Board in its decision B.9/9. It contains a list of meetings which could be attended by the representatives of the secretariat, as well as the budgetary implications of the implementation of the programme.

6. The documents for the PPRC meeting comprise document AFB/PPRC.1/11 *Report by the secretariat on initial screening/technical review of the project and programme proposals*, which outlines the screening/technical review process undertaken by the secretariat, and draws to the attention of the PPRC some issues identified during this process that the PPRC may want to consider. Further, eight project documents with their corresponding technical reviews have been prepared:

AFB/PPRC.1/3 *Project/programme proposal for Senegal*;

AFB/PPRC.1/4 *Project/programme proposal for Egypt*;

AFB/PPRC.1/5 *Project/programme proposal for Mauritania*;

AFB/PPRC.1/6 *Project/programme proposal for Mauritius*;

AFB/PPRC.1/7 *Project/programme proposal for Nicaragua*;

AFB/PPRC.1/8 *Project/programme proposal for Pakistan*;

AFB/PPRC.1/9 *Project/programme proposal for Solomon Islands*; and

AFB/PPRC.1/10 *Project/programme proposal for Turkmenistan*.

7. Among the documents related to the EFC meeting, the document AFB/EFC.1/3, *An Approach to Implementing Results Based Management - RBM*, is a revised version of document AFB/B.9/7 which incorporates the comments and written submissions by Board members to the text presented at the ninth Board meeting, following decision B.9/3. The document AFB/EFC.1/4/Rev.1, *Code of Conduct for the Adaptation Fund Board*, has been prepared by the secretariat in accordance with the terms of reference of the EFC, which request the committee to develop such a code.

8. Other documents prepared for consideration by the EFC at its first meeting include:

(i) AFB/EFC.1/5, *Financial status of the Adaptation Fund Trust Fund and the Administrative Trust Fund*, prepared by the trustee;

(ii) AFB/EFC.1/6, *Work plan for FY2011*;

(iii) AFB/EFC.1/7, *Board and secretariat, and trustee budget for the fiscal year July 1, 2010 – June 30, 2011*, that presents a consolidated budget as requested by the Board.

9. Documents for the tenth meeting also include the usual information documents such as *Board Members and Alternates*; *Background of the Adaptation Fund*; the *List of accredited observers*, as requested by the Board at its fifth meeting; and the power-point *Presentation on CER monetization* by the trustee.

#### **IV. MEMBERSHIP OF THE BOARD**

10. The secretariat, with the assistance of UNFCCC secretariat, finalized the procedure leading to the appointment of Mr. Wang Zhongjing (China, Asia) as a member of the Board. His appointment was concluded by an intersessional decision B.9-10/1, adopted on April 20, 2010.

11. Further, Mr. Yvan Biot (UK, Annex I) resigned on May 14, 2010. As of the date of issuance of the present document, the constituency had yet to endorse the nomination of his replacement.

#### **V. LEGAL CAPACITY OF THE BOARD**

11. The secretariat assisted the Board Chair and Vice-chair in their discussions with the German government about the revised text of draft law to confer legal capacity to the Board that the Government of Germany presented to address the issues raised by them. The World Bank International Law team was consulted on that matter.

#### **VI. DECISIONS ADOPTED BY THE BOARD AT ITS NINTH MEETING**

##### *Invitation letter to submit project and programme proposals*

12. Following decision B.9/2, on April 8, 2010 the secretariat sent the letter, whose text had been approved by the Board, to the UNFCCC Focal Points and Permanent Representations to the UN in New York, inviting eligible Parties to submit project and programme proposals.

### *Request to appoint the Designated Authority*

13. As instructed per decision B.9/4, on April 8, 2010 the secretariat distributed the letters requesting eligible Parties to appoint their Designated Authorities, and received the responses signed by the competent Ministers or authorities at cabinet level. The list of Designated Authorities communicated up to date in alphabetical order by Party name can be found on a special section of the Adaptation Fund website.

### *Communications strategy*

14. Following decision B.9/5, the secretariat hired a consultant to develop a communications strategy for the Board. The consultant started working on May 3, 2010. She conducted a series of interviews with Board members, UNFCCC staff and other stakeholders to inform the development of a communications plan by the end of June. A draft of the strategy will be presented at the next Board meeting.

### *Contributions to the Adaptation Fund Trust Fund*

15. As per decision B.9/6, the secretariat distributed the letters by the Chair and Vice-Chair requesting donations for the Trust Fund. Further, the secretariat facilitated the communications between Annex I Parties interested in making a contribution, and the trustee.

### *Support to the accreditation process for NIEs*

16. As mandated by the Board in decision B.9/1 paragraph (ii), the secretariat sent letters by the Chair and Vice-Chair to bilateral and multilateral agencies requesting financial and technical support to developing countries in establishing their NIEs. In that regard, the secretariat facilitated a meeting between representatives of UNDP and the Accreditation Panel members on the margins of the Panel last meeting, in order to further discuss the gaps and needs identified during the accreditation process.

## **VII. SUPPORT TO THE ACCREDITATION PANEL**

17. The secretariat continued screening applications for accreditation from Parties and multilateral organizations and development banks. As of the date of issuance of the present document and after the last Board meeting, the secretariat received new requests for accreditation from 5 non-Annex I Parties. Three accreditation applications from multilateral organizations received before or during the last Board meeting were forwarded to the Panel for review. The secretariat requested applicants whose applications were not complete and were thus not forwarded to the Panel, to complete the information and supporting documentation. Since the inception of the accreditation process, the secretariat has screened ten applications from non-Annex I Parties and eight applications from multilateral organizations and development banks. The Panel has so far reviewed eight applications, two from non-Annex I Parties and six from multilateral organizations and development banks. This information will be updated orally during the presentation of this report.

18. The secretariat worked closely with the Panel Chair and Vice-Chair and assisted the Panel in its discussions. The second Panel meeting and four teleconferences were organized during the reporting period. The secretariat also assisted the Panel in finalizing its report.

## **VIII. SCREENING/TECHNICAL REVIEW OF PROJECT/PROGRAMME PROPOSALS**

19. The secretariat screened and prepared technical reviews of the eight project proposals submitted during the reporting period. In performing this task, the dedicated team of officials of the secretariat was supported by GEF secretariat's technical staff. The secretariat would like to draw to the attention of the Board that the GEF secretariat's technical staff require about three person days for the review of a project concept and five person days for the review of a fully developed proposal.

## **IX. SIDE-EVENT DURING SB/AWG MEETINGS**

20. A side-event to raise awareness about the Fund, and the accreditation process and project cycle is to be held on June 11, 2010, on the margins of the sessions of the UNFCCC Subsidiary Bodies and Ad-Hoc Working Groups meetings. The Manager of the secretariat and the Adaptation Officer will attend the last days of the sessions in order to assist the Board in the organization of a side-event.

## **X. ADAPTATION FUND WEBSITE**

21. The World Bank completed the security clearance of the new website, which was launched on April 12, 2010. The new site provides special features, as requested by the Board, such as a password protected section for the Accreditation Panel documentation and a facility to comment on the project and programme proposals submitted for funding.

22. The next step is the design of an independent project and programme database, which would be developed by a consultant.

## **XI. LOGISTICS**

23. The secretariat continued discussions with the Ministry of Foreign Affairs of Mexico in order to hold the twelfth Board meeting in Cancun, on December 13 to 15, 2010, back-to-back with the CMP 6. These discussions are underway.

24. Once more, the secretariat is grateful to the UNCCD Secretariat for hosting and providing essential logistical support to the tenth meeting of the Board.