



ADAPTATION FUND

AFB/B.11/3
September 10, 2010

Adaptation Fund Board
Eleventh Meeting
Bonn, September 16-17, 2010

Agenda item 4.

REPORT ON THE ACTIVITIES OF THE SECRETARIAT

I. BACKGROUND

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat during the period of June-September, 2010, between the tenth and the eleventh meetings of the Board.

II. FINALIZATION AND POSTING OF THE REPORT OF THE TENTH BOARD MEETING

2. Following the tenth meeting of the Adaptation Fund Board held in Bonn on June 15-16, 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.10/7/Rev.1.

III. PREPARATIONS FOR THE ELEVENTH 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 eleventh Board meeting and for the second 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.10/5, *Initial funding priorities* has been reissued for this meeting as AFB/B.11/5. No submissions from the Board members and alternates on this matter have been received by the secretariat. The document AFB/B.11/6, *Funding for project formulation costs*, has been prepared by the secretariat at the request of the Board in decision B.10/4 paragraph c). It contains a summary of the practice in other international funds when awarding funding for project formulation costs. Document AFB/B.11/8, *Communications strategy*, contains the work prepared by the consultant hired to design the communications strategy for the Board. Among the information documents, document AFB/B.11/Inf.6, *Information submitted by implementing entities on the requested fees for project/programme implementation*, is a compilation of the information received from MIEs at the request of the secretariat; and document AFB/B.11/Inf.7, *Vulnerability. Excerpts from IPCC Working Group II contributions to the 4th Assessment report of IPCC*, is a selection of paragraphs from the technical summary of WG II contributions to the 4th Assessment Report of IPCC that could be the most relevant to guide the Board in its discussion on vulnerability, made by Dr. Kristie Ebi, Executive Secretary of WG II of IPCC.

6. The documents for the PPRC meeting comprise document AFB/PPRC.2/3 *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.2/4 Proposal for Senegal;
- AFB/PPRC.2/5 Proposal for Egypt;
- AFB/PPRC.2/6 Proposal for Guatemala;
- AFB/PPRC.2/7 Proposal for Honduras;
- AFB/PPRC.2/8 Proposal for Madagascar;
- AFB/PPRC.2/9 Proposal for Mongolia;
- AFB/PPRC.2/10 Proposal for Niue; and
- AFB/PPRC.2/11 Proposal for Uganda.

7. Among the documents related to the EFC meeting, the document AFB/EFC.2/3, Project level results framework and baseline guidance document, responds to decision B.10/13 paragraph c) ii) to prepare a practical guide or manual on how project baselines and project results frameworks may be prepared.

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

- (i) AFB/EFC.1/4, Draft amendment to the terms and conditions to the trustee's services, prepared by the trustee as per decision B.10/18 paragraph (iii);
- (ii) AFB/EFC.2/5, Financial status of the Adaptation Fund Trust Fund and the Administrative Trust Fund, prepared by the trustee.

9. Documents for the eleventh meeting also include the usual information documents such as Board Members and Alternates; Background of the Adaptation Fund; the List of 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. Following the resignation of Mr. William Kojo Agyemang-Bonsu (Ghana, non-Annex I Parties) at the last Board meeting, the Government of Ghana identified Mrs. Sally Biney, Principal Programme Officer of the Environment Protection Agency of Ghana, as his replacement. The secretariat liaised with the G77 and China Chair and assisted the Permanent Representation of Ghana to the UN with the procedure to obtain the nomination by the non-Annex I constituency, which is underway. As of the date of issuance of the present document, the constituency had yet to endorse the nomination of Mr. Agyemang-Bonsu's replacement.

V. LEGAL CAPACITY OF THE BOARD

11. The secretariat assisted the Board Chair and Vice-Chair in their contacts with the German government on progress made in the approval process of the draft law to confer legal capacity to the Board.

VI. DECISIONS ADOPTED BY THE BOARD AT ITS TENTH MEETING

Communication of Board decisions on accreditation and project proposals

12. The secretariat issued letters to Designated Authorities and implementing entities coordinators informing them of the Board decisions on accreditation of implementing entities and project proposals submitted.

Information on GEF secretariat cross-support

13. As per decision B.10/18 paragraph (vii) the Board requested the Global Environment Facility (GEF) to provide during the fiscal year 2011 a more detailed and documented expenses report for support tasks. Following this decision, the secretariat has prepared a chart containing information about the number of GEF staff that actually provide cross-support to the secretariat and the tasks performed for each of them. The chart will be distributed during the EFC meeting. The secretariat will present updates at each Board meeting and a detailed report will be provided at the end of the current fiscal year.

Work programme to promote the accreditation process of NIE

14. As per decision B.10/19, the Manager of the secretariat participated in a side-event on adaptation organized by UNEP in the margins of the 13th session of the African Ministerial Conference on the Environment (AMCEN), held in Bamako, Mali, on June 24, 2010. She made a presentation to raise awareness on the Fund and the accreditation process and answered questions from the audience. Adaptation Fund publications were distributed among the participants.

15. Further, the secretariat made a request to UNFCCC secretariat for a side-event slot in the margins of the UNFCCC talks that will take place in Tianjin, China, on October 4 – 9, 2010. The proposed date for the side-event is October 5, 2010 from 1 – 2:30 PM. The Adaptation Officer will attend the meeting in order to assist the Board in the preparation of the side-event. Another request for a side-event slot during CMP 6 in Cancun has also been made for December 3, 2010 at 1:00 PM.

Support to the accreditation process for NIEs

16. Following up on the initiative by UNDP, UNEP and the World Bank to support the accreditation of NIEs, the secretariat facilitated a second meeting between representatives of UNDP and the Accreditation Panel members in the margins of the Panel's 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 6 non-Annex I Parties and one regional organization. One accreditation application from a multilateral organization was forwarded to the Panel for review. The secretariat requested applicants whose applications were not complete and were thus not yet forwarded to the Panel, to complete the information and supporting documentation. Since the inception of the accreditation process the secretariat has screened applications from 11 non-Annex I Parties; 8 from multilateral organizations and development banks; and one from a regional organization. The Panel has so far reviewed 11 applications, four from non-Annex I Parties and seven 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 third Panel meeting and 2 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 10 project and programme proposals submitted during the reporting period, two of which were withdrawn by the proponents after the review findings were sent to them. In performing the screening and technical reviews of the proposals, the dedicated team of officials of the secretariat was supported by 7 members of the GEF secretariat technical staff.

20. As per Board request at its last meeting, the secretariat shared the initial technical review findings with the implementing entities and solicited for their responses. The time allowed for the implementing entities to respond was one week. In some cases though, the process took longer. With this additional step in the project review process, to complete a project/programme review and forward the relevant documentation to the PPRC takes about six to seven weeks. In order to allow the PPRC enough time to consider the recommendations by the secretariat, it is suggested that the whole review cycle be extended to start ten weeks before each PPRC meeting. However, since the Board meets every three months, a review period of ten weeks between two Board meetings would actually be very tight. The Board may want to discuss how to organize the review process for the upcoming meetings and the meetings schedule, taking into account that the number of proposals for review may increase.

X. ADAPTATION FUND DATABASE

21. The secretariat drafted the terms of reference to develop a project database and is discussing with the consultant the technical aspects of the work.

XI. STAFFING

22. As mandated by the Board, the secretariat initiated the recruitment process of two new staff members: a candidate for the position of an Adaptation Officer was selected and his recruitment is underway. Further, a Junior Professional Associate has been recruited. She will join the secretariat at the end of October due to her current work engagements.

XII. LOGISTICS

23. The secretariat continued discussions with the Ministry of Foreign Affairs of Mexico in order to hold the 12th Board meeting in Cancun, on December 13 to 15, 2010, back-to-back with the CMP 6. The *Universidad del Caribe* (University of the Caribbean) in Cancun has offered its premises to host the meeting and the secretariat is working directly with the responsible staff at the university on the logistical arrangements.

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